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Qualification Specification
Highfield Level 3 International
Award in Delivering Training
(IADT)

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Highfield Level 3 International Award in Delivering Training

Introduction

This specification is designed to outline all you need to know to offer this qualification at your Centre. If you have any further questions, please contact your centre manager

Key facts

Recommended Duration:	2 days (12 hours)
Assessment Method:	Practical assessment and self-evaluation

Qualification overview

This objective of this qualification is to support a role in the workplace. It is a practical qualification suitable for new and experienced trainers (external and internal) who wish to improve their classroom skills and obtain a training qualification which will enable them to deliver Highfield qualifications (excluding those that require a regulated teaching qualification). It has been developed to allow centres the opportunity to offer a highly interactive practical training course for International clients.

The focus of the qualification is on effective delivery of training, allowing learners to develop planning, preparation and delivery skills, including delivery methods, questioning techniques, time management and management of groups and individuals.

Important Note: Highfield MEA recommends that you contact the relevant Government Department in the country that you want to deliver this qualification, to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield MEA approves centres based on its own criteria but does not represent any other organisations or departments.

Entry requirements

Centres are responsible for ensuring learners can meet the necessary standard of language in which the course is being delivered.

Guidance on Delivery and assessment ratios

To effectively deliver and assess this qualification, the recommended tutor to learner ratio is 1 to 12, over a minimum duration of 12 hours (2 days). However, if there are more than 12 learners, it will be necessary to add additional time onto the course and request approval from Highfield. If there are less than 12 learners, the recommended course duration can be adjusted accordingly. The delivery of the programme may be adjusted in accordance with learners' needs and/or local circumstances.

For the practical micro-teach session, learners should be ideally involved in groups of 4. If the group size is less than 4, the Centre should arrange for delivery to additional people.

Guidance on assessment

This qualification is assessed by a **practical assessment** and a **self-evaluation report**, using the assessment pack. To support centres with the assessment of this qualification, Highfield has produced a TAI pack.

The TAI pack and the assessment pack can be downloaded from the members' area of the Highfield website. To complete the qualification learners must achieve all learning outcomes.

- **Practical demonstration:** Learners must practically demonstrate the delivery of either 1 or 2 micro-teach session(s) totalling 20 to 30 minutes which demonstrates suitable level of achievement against each assessment criteria.
- **Self-evaluation:** For the self-evaluation section of the report, learners may either complete this section in written format, or where written English would cause an issue, the tutor may write the responses following a verbal discussion with the learner.

To PASS the qualification, the learner needs to achieve a minimum of 4 – 7 points. A learner can also achieve a MERIT upon getting 8-13 points and a DISTINCTION upon getting 14-15 points. Learners gain these points, based on where the tutor places their performance in reference to the assessment criteria and the standard's description on the record sheet.

Guidance on quality assurance

Upon completion, centres are required to forward a copy of all completed assessment paperwork to their centre manager before any certification is released. Training materials and resources used by the learner, such as presentation slides or handouts, must be retained within the assessment paperwork.

In addition to checking the submitted documentation, Highfield will also conduct other forms of engagements, for example, discussions and support visits.

Centre requirements

Highfield recommends that Centres involved in the delivery of this qualification have the following resources in place and ensure that all learners have access to them:

- a classroom appropriate to the size of the group
- electronic equipment suitable for the delivery of teaching sessions

It is also required that training rooms are able to cater for people with special needs (where appropriate).

Geographical coverage

This qualification is for learners outside of the UK.

Tutor requirements

Highfield requires nominated tutors to hold one of the below, or equivalent:

- Level 3 International Award in Delivering Training (IADT) and suitable experience;
- Level 3 Award in Education and training or above;
- Professional Trainers certificate and suitable experience

- International teaching/training qualification
- Any other qualification/experience approved by Highfield

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Reasonable adjustments such as additional time for the exam; assistance during the exam such as using a scribe or a reader, is available upon approval from Highfield. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance on this.

https://www.highfieldqualifications.com/Assets/Files/Highfield_Reasonable_Adjustments_Policy.pdf

ID requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator. This instruction should have been given ahead of the course/assessment when the candidate registers and/or with any pre-course materials.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are purporting to be. All Centres are therefore required to ensure that each candidate's identification is checked before they are allowed to sit the examination/assessment and write the type of photo identification provided by each candidate on the Candidate List under "Identification Provided". Highfield will accept the following as proof of a learner's Identity:

- National identity card (e.g. Emirates card);
- Valid passport (any nationality);
- Signed photo card driving licence;
- Valid warrant card issued by police, local authority or equivalent; or
- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card.

For more information on candidate ID requirements, please refer to the Highfield Examination and Invigilation Regulations within the Core Manual.

Progression

Progression and further learning routes include:

- Highfield Level 3 Award in Education and Training (RQF)
- Highfield Level 4 Certificate in Education and Training (RQF)

Highfield offers a range of qualifications to help learners progress their careers and personal development. Please contact your centre manager for further information.

Useful websites

www.highfieldinternational.com (Highfieldabc MEA)
www.highfieldqualifications.com (Highfield UK)
www.highfieldproducts.com (Highfield Products)

Recommended training materials

The following resources are recommended training materials for users of this qualification:

- Hutchinson, J and Morley, J. International Award in Delivering Training Presentation. Highfield Products
- Wordsworth, M and Morley, J. Education and Training Level 3 handbook. Highfield Products.

Appendix 1: Qualification

Title: International Delivering training

GLH: 12 hours

Learning Outcomes	Assessment Criteria
<i>The candidate will</i>	<i>The candidate can</i>
1. Be able to plan and prepare a training session	1.1 Prepare for effective training delivery 1.2 Select delivery methods and resources to meet the needs of the subject and learners 1.3 Prepare a simple timed session plan
2. Be able to deliver a training session	2.1 Select and demonstrate effective delivery strategies 2.2 Effectively use resources 2.3 Demonstrate effective assessment strategies during delivery
3. Be able to evaluate a training session	3.1 Evaluate training delivery 3.2 Identify areas for future development
Indicative content	
1.1 Prepare for training delivery <ul style="list-style-type: none"> • Ice breakers, health and safety considerations and ground rules • Practicalities and resources (venue, equipment etc.) 1.2 Select delivery methods and resources to meet the needs of the subject and learners <ul style="list-style-type: none"> • Using a course specification • How to use training materials and resources to plan for training delivery • Identifying key content in a training programme • Adapting pre-prepared course materials and delivery methods to prepare a simple timed plan. 2.1 Select and demonstrate effective delivery strategies <ul style="list-style-type: none"> • Communication and developing rapport with learners • Asking questions • Adapting training during delivery to achieve learning outcomes and time management (for example to meet time constraints) • Individual and group management 2.2 Effectively use resources <ul style="list-style-type: none"> • Different resources • Use of resources (either those provided or developed) 2.3 Demonstrate effective assessment strategies during delivery <ul style="list-style-type: none"> • Importance of initial, formative and summative assessment • Examples of initial, formative and summative assessment methods 3.1 Self-evaluation of own delivery against set criteria 3.2 Identification of areas for future improvement	