

Unit 4

Task 1 - Competency & Training

Create a training matrix for the organisation.

Refer to the **Specification Guidance** for Unit 4 Element 1.1, 1.2, 1.3, 1.4, 2.1, 3.1, 3.2

Assess organisational competency needs and training requirements.

You will need to research training matrix and competency needs analysis. Use Google to give you ideas.

The **Specification Guidance** for Unit 4 will help. To find this, click on the main dashboard in QuadsDirect then click "**Resources**" then click on "**Unit 4**", then open "**Specification Guidance**"

Example Training Matrix:

<https://www.slideteam.net/health-and-safety-training-matrix-ppt-powerpoint-presentation-outline-good.html>

<https://www.google.co.uk/search?q=training+matrix+template+excel+free+download&tbm=isch&hl=en&sa=X&ved=2ahUKEwiVzvGI0JTzAhVRYxoKHTG6CQ8QrNw-CKAB6BQgBE0gB&biw=1263&bih=609>

Job Descriptions:

Gain access to the employee job descriptions (Speak to HR) and add H&S responsibilities (H&S competency / training requirements) to them if not already included.

Remember job description will include not only education requirements but competency requirements for employees.

Most organisations will use job descriptions and these will be produced by HR. All you need to do is to ensure they include H&S training & competency requirements.

If your organisation does not use job descriptions then leave this one for now.

Evidence to upload:

- 1) Photo of notepad with notes (if applicable)
- 2) Details of meeting held with Management / Director (Meeting notes, note pad photo, photos of the meeting).
- 3) Upload blank matrix you create
- 4) Upload completed training matrix
- 5) Upload email between you and Management / Director to confirm you consulted on the Training Matrix
- 6) If applicable: Job descriptions before being amended and after being amended.
- 7) Emails / meeting notes to confirm consultation with Management / Director

Task 2 - Health & Safety Training course

Develop a health and safety training course - Ideally repeat this task and design, prepare and run 2 different types of training course.

Develop a training course and ensure it meets the requirements of Unit 4 Elements: Starting with 3.5, then 2.2, 2.3 and 2.4 (refer to the specification guidance for unit 4).

Remember to research lesson plans and make it a good detailed lesson plan as per the guidance in element 3.5

The training course should include the creation of:

1) Design and develop a training course or courses for the organisation following the review to fill any gaps in skills, knowledge, and competency.

2) Remember when developing a training course, you should develop a **Lesson Plan**.

Liaise with Management to help decide and agree on course timescale, staff availability, budgets etc.

- 3) Create a customer feedback questionnaire.
- 4) Gain feedback from attendees using customer feedback questionnaires.
- 5) Also remember to gain feedback from Management. The Management feedback may be a few months after the training once the benefits can be assessed.

This must be developed by you.

You may then decide to provide evidence of how the training course and all materials were prepared, including assessment methods, time taken and how it was delivered.

Use your detailed Lesson Plan you created to accompany your training course as evidence along with any training course materials and assessment methods.

The lesson plan should detail:

- How the course will be delivered
- Material and equipment used
- Assessment methods
- Timings
- Time allocated for marking assessments
- Course evaluation methods

What happens after course feedback is received? What action takes place to improve the training course?

Who in the organisation checks the course before delivery and authorises for it to take place

Task 3 - Create a table

Create a table showing you analysed the advantages and disadvantages of different training methods of presentation and training for example: Videos, games, power-point, different types of group sessions, different testing and assessment methods.

Task 4 - End of unit tasks

DO NOT DO THE FOLLOWING UNTIL YOU ARE TOLD TO BY YOUR ASSESSOR

The next step will be to complete the following:

1) **Complete Unit 4 Knowledge Questions** - These can be found on the main dashboard under KNOWLEDGE TASKS.

You should aim for around 200 words minimum unless the question asks you to IDENTIFY (List).

2) **Complete - Unit 4 CPD Workbook.** The workbook is self explanatory but when you are ready your assessor will send you guidance and videos.

3) **Witness Testimony** - Ask your witness to complete the Witness Testimony. Ensure they mention all the tasks you completed for Unit 4 and also information on how you performed.

Upload all 2 of these as separate submissions.

IMPORTANT:

1) All emails need to be uploaded as PDF otherwise they can only be opened by people with Microsoft Outlook.

2) As per the Induction Videos, all evidence that relates to a task must be kept in the same submission and not spread across 2 or 3 submissions. The verifier will only check 30% of your portfolio, so if your evidence is across 3 submission, they might only check 1 submission and find it incomplete and they will not sign off the evidence.

3) Avoid using the messenger within QualsDirect. Email me on admin@ncskills.com instead.