Subject guidance for internally assessed qualifications in 2020–21

Please read this document in conjunction with guidance for the assessment of internally assessed qualifications issued to centres in August 2020.

Unit title:	Planning and Delivering Training Sessions to Groups
Unit code:	HE0T 33

Introduction

This subject-specific guidance has been produced to assist centres to continue delivery of the standalone unit HE0T 33 — Planning and Delivering Training Sessions to Groups at SCQF level 6. Due to current restrictions on colleges, workplaces and movement of people, we recognise the need for flexible approaches to the delivery and assessment of awards.

Context and issues

This unit has been designed as an initial qualification for those with limited or no prior experience of planning and delivering training. To achieve the unit candidates must demonstrate competence as a trainer when planning and delivering training sessions to small groups of learners. This is achieved via the development of session plans and support materials to meet learner requirements, delivering planned interactive training sessions, and monitoring the progress and achievement of learners.

Traditionally, this unit has been delivered in a face-to-face environment and candidates have delivered training sessions to delegates in person. However, we recognise that the learning environment and social landscape remains very challenging, with more remote and blended learning approaches and significantly less opportunity for face-to-face delivery and assessment. With Centres and learners becoming adept with the delivery of learning and teaching online, this unit can continue to be delivered with sessions undertaken via a chosen video conference platform.

Guidance on delivery

Candidates undertaking this unit must achieve all learning outcomes and evidence requirements across sections A, B and C, regardless of whether they undertake all or part of the unit in a face-to-face or remote environment. Candidates may run their summative interactive training session remotely and should continue to include group exercises and activities as part of this. The optimal group size for this summative activity would be six delegates to ensure that the candidate is able to maintain interaction across the session.

Where the unit currently requires a candidate to prepare the learning environment, this should be adapted to the online environment to ensure the optimal conditions for delivery of the training session. This may include planning for, and keeping a record of, arranging the meeting, setting the 'ground rules' for how the delegates interact with the session, and how learning materials are shared, such as activities and presentations. Depending on the candidate group, there may be value in discussing aspects of online safety, to promote safeguarding when interacting with others online.

The candidate delivered training sessions may be observed by the assessor in a synchronous or asynchronous manner.

Please note that any approach should be agreed in advance between the candidate and the assessor. The correct permissions should be obtained from any participants before recording or online observation takes place.

Any further updates for this unit will be published on the following web page: https://www.sqa.org.uk/sqa/6861.html