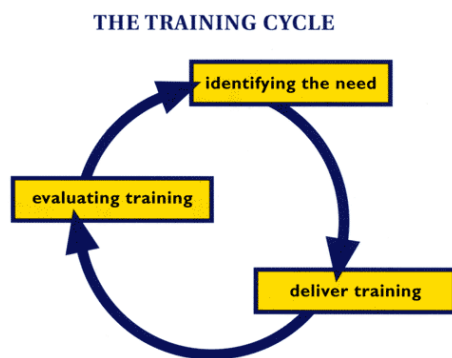


# DIPLOMA IN TRAINING & DEVELOPMENT

## Course Description

The **Diploma in Training and Development** has been developed for people wishing to deliver effective training programmes and provides the ability to follow one of almost 30 subject area streams, including health and safety titles, customer service, sales, every child matters titles and disability awareness.



Whether you are new to the industry, have previous experience or maybe even considering setting up your own business offering training solutions, you will find this course both beneficial and rewarding.

It has been designed to facilitate self directed study of the underpinning knowledge required to deliver effective training programmes and is a good foundation for those people wishing to progress to higher level qualifications in the disciplines of teaching and education. Indeed, the course syllabus has been prepared to complement and underpin the new qualifications within the Teacher

Qualifications Framework and in particular PTLLS – Preparing to Teach in the Lifelong Learning Sector, which is a mandatory unit CTLLS - Certificate in Teaching in the Lifelong Learning Sector .

The programme covers five topic areas which you will work through independently via self-directed study, with the support of a tutor and/or mentor.

This programme provides the knowledge that will enable you to understand your own role and responsibilities, recognise different learning styles and adapting your training accordingly, plan and prepare to deliver effective training, understand the importance of effective communication and check that your training has been effective.



To gain your Diploma you will need to complete a final practical assignment which is to prepare and deliver training programmes (using your chosen seminar resource) on two separate occasions to a minimum group size of six attendees. Your groups may include work colleagues, friends, family, Private Clubs, Associations, Charities etc. Your chosen Seminar programme is included within this package and selected from the list below. When selecting your chosen Seminar Title, you can be assured that you will receive all the necessary tools required to deliver an effective training session. Please choose one of the subjects below and enter your seminar subject in the modules box at checkout.

- Customer Service
- Dementia
- Disability Awareness

- Drugs Awareness
- Effective Meetings
- Employment Law
- Environmental Awareness
- Equality and Diversity
- Food Hygiene Awareness
- Handling Violence and Aggression
- Health and Safety
- Infection Control
- Medication
- Mental Health
- Moving and Handling Objects
- Moving and Handling People
- Nutrition and Health
- Personal Safety
- Project Management
- Protection of Vulnerable Adults
- Risk Assessment
- Sales Skills
- Team Leading
- Every Child Matters - Be Healthy
- Every Child Matters - Economic Wellbeing
- Every Child Matters - Enjoy and Achieve
- Every Child Matters - Make a Positive Contribution
- Every Child Matters - Stay Safe.

**The Seminar Trainer Pack includes:**

- Full Trainer instructions
- Appropriate detailed Lesson Plans
- Handouts
- Activities
- Useful reading lists/websites/Legislative guidance as applicable
- Registration Forms
- Pre Course/Evaluation Doc
- Full PowerPoint presentation
- Certificates of attendance
- Marketing material
- Un-locked CDROM containing all files.

**Previous Knowledge Required**

No prior knowledge within this subject is necessary to complete the Training and Development Diploma. However you will be required to have knowledge within your chosen seminar subject in order to run the seminar as part of the assessment.

**Support**

You will receive full personal tutor support by mail and email. Our student support team are also available for any other queries that you may have whilst completing your course. You can be

assured that support is available for your home study course, so there is no need to struggle or feel isolated during your studies.

You have the freedom to start the course at any time and continue your studies at your own pace for a period of up to 12 months from initial registration.

### **Assessment**

The Training and Development Diploma is assessed by completion of a series of tutor marked activities that are designed to develop and reinforce your understanding of the key principles and concepts and how to apply these to your training.

Please also remember to gain your Diploma, you will need to complete a final practical assignment which is to prepare and deliver training programmes on two separate occasions. Please choose this seminar from the list below, of which you **must have prior knowledge**. This will be assessed through your reflective journal in your portfolio and through assessment of the evaluations received from your seminar. **Remember you are studying the Training and Development Diploma and not the topic from your chosen seminar.**

### **Modules**

1. Understanding your Role
2. How Adults Learn and Learning Styles
3. Planning and Designing Training
4. Delivering Training and Presentation Techniques
5. Evaluating Training Programmes

### **Awarding Body**

OCNW, UK is a Qualifications & Curriculum Authority (QCA) approved national awarding body that designs user-friendly qualifications and supports these with the highest possible standard of customer service. OCNW is therefore able to offer a comprehensive ladder of opportunities to centres and their learners, starting at Pre-Entry programmes and progressing to QAA-recognised Access to HE qualifications or professional Further Education Teaching Certificates.

### **Course Fees & Offers**

**AED 5500/-** includes registration, course material, courier charges for the initial registration and arrival of books from the UK and support by email / mail from the UK Office for the duration of the study.

**Available Offers:** (the Offer description can be seen on [www.cee.ac.ae](http://www.cee.ac.ae) under “Scholarships”)

- *Existing CEE Students and Alumni* will receive a flat 10% program fee discount. - *Applicable*
- *Family Concessions* are applicable
- *Merit Scholarships* are applicable
- *Connect Offers* are applicable.

## **How to Register**

*To register and further information, please contact:*

**Officer of Admissions**

**Centre for Executive Education**

Division of Distance Learning & Home Study | Office F12, Block 6, Dubai Knowledge  
Village | Tel: +9714 390 0990 | Fax: +9714 366 4684

Email: [info@cee.ac.ae](mailto:info@cee.ac.ae) | Web: [www.cee.ac.ae](http://www.cee.ac.ae)

PLEASE DOWNLOAD [GENERAL FAQ](#)