

COURSE CRITERIA

1. For Whom the Training is intended:

This should clearly define the category of trainee. Training aimed at too wide a range of participants has only limited benefit to individual trainees.

2. The Aim of the Training

For example: 'The aim of the course is to train selected people in the skills and knowledge needed to achieve the standards of competence to carry out the duties of.....'

3. The Training Objectives

These must be clearly defined, directly relevant to the trainee's needs and be attainable in the time available. They must state what the trainee will be able to do at the end of the training and the conditions under which the trainee will be able to do it.

4. A Training Programme

The programme should define the topic areas to be covered and indicate the minimum duration of each. The programme needs to show breaks but not include these in the 6 hours for a training day.

5. Qualifications/Experience of Training Staff

6. The Ratio of Instructors to Trainees.

7. Achievement Measurement

The method by which the achievement of trainees will be measured during and at the end of the training.