

EMPLOYEE TRAINING AND DEVELOPMENT

UNIT CODE: 0413 451 12A

TVET CDACC UNIT CODE: BUS/CU/HRM/CR/01/5/MA

Duration of Unit: 200 Hours

Relationship to Occupational Standards: This unit addresses the unit of competency:
Coordinate Employee Training and Development.

UNIT DESCRIPTION:

This unit specifies the competencies required to carry out training and development within human resource function in an organization. It includes carrying out training needs assessment, preparing training programs, coordinating internal training and evaluating the training outputs.

Summary of Learning Outcomes

	ELEMENTS	DURATION (HOURS)
1	Carry Out Training Needs Assessment	33
2	Prepare Employee Training Program	40
3	Coordinate Employee Training	27
4	Evaluate The Training Output	27
5	Maintain Employee Training Records	73
	TOTAL	200

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Carry Out Training Needs Assessment	1.1 Training Objectives 1.2 Training needs assessment tools .2.1 Questionnaires .2.2 Surveys .2.3 Performance appraisal reports .2.4 Interviews .2.5 Complaints register	• Practical assessment • Written assessment • Observation • Portfolio of Evidence

	2.6 Accident reports records 1.3 Performance appraisal reports 1.4 Gaps in the performance appraisal report 1.5 Training Needs Assessment Report 1.6 Training Needs Assessment Process	• Third party report • Oral questions
2 Prepare Employee Training Program	2.1 Training objectives 2.2 Training methods 2.2.1 Demonstration 2.2.2 Projects 2.2.3 Case study 2.2.4 Simulation 2.2.5 Role plays 2.2.6 Exchange programs 2.3 Training resources 2.4 Training schedule 2.5 Budgetary allocation 2.6 Training program	• Practical assessment • Written assessment • Observation • Portfolio of Evidence • Third party report • Oral questions
3 Coordinate Employee Training	3.1 Training resources. 3.2 Delivery of training 3.3 Evaluation of the training 3.4 Prepare training evaluation report.	• Practical assessment • Written assessment • Observation • Portfolio of Evidence • Third party report • Oral questions
4. Evaluate The Training Output	4.1 Training impact assessment objectives 4.2 Training impact assessment tools	• Practical assessment

	4.2.1 Individual training reports 4.2.2 Monitoring and evaluation reports 4.2.3 Coaching and mentoring reports 4.3 Training impact assessment report. 4.4 Reviewing Training program	• Written assessment • Observation • Portfolio of Evidence • Third party report • Oral questions
5. Maintain Employee Training Records	5.1 Documentation of training sessions 1.2 training records 1.2.1 Attendance sheet 1.2.2 Training course registration 1.2.3 Training certificates 1.2.4 Training evaluation forms 1.2.5 Training logs 1.2.6 Training plans 1.3 record storage 1.4 tracking and updating training records monitoring of training compliance	• Practical assessment • Observation • Portfolio of Evidence • Project • Written assessment • Oral assessment

Suggested Methods of Delivery

- Demonstration
- Practical work by trainees
- Group discussions
- Role play
- Case study
- Assignments

Recommended Resources for 30 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio
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				(Item: Trainee)
A	Learning Materials			
1.	Textbooks		5 pcs	1:6
2.	PowerPoint presentations	For trainer's use		
3.	Projector		1	1;30
4.	Whiteboard		1	1;30
5.	Report writing templates			
6.	Rolls flip charts		1	1;30
7.	Assorted color of whiteboard markers	For trainers Use		
B	Learning Facilities & infrastructure			
1.	Lecture/theory room		1	1:30
2.	Computer Laboratory		1	1:30
C	Consumable materials			
1.	Assorted whiteboard markers		30	1:1
2.	Internet connection		200 mbps	-
3.	Antivirus Software			-
4.	Printing Papers		Enough	-
5.	External storage media		1 tb	-
D	Tools and Equipment			
1.	Printers		2 pcs	2:30
2.	Computers	With Windows /Linux/Macintosh Operating System, Microsoft Office Software, Google Workspace	30pcs	1:1

		Account, Antivirus Software		
3.	Mobile phones		10	10:30

References

1. Textbooks
2. E-learning resources
3. HRM Journals
4. Magazines