



professional  
development

# QQI Special Purpose Award in Training and Development

7 Days Classroom or Virtual Training

Practical Skills & Confidence

QQI Level 6 Certification, code: 6S3372



classroom



in-company for  
teams



live virtual



# Contents

---

Why choose a Special Purpose Award?	3
Training objectives	4
Our approach to the Special Purpose Award	5
Programme benefits	6
How do you want to learn?	7
Classroom training	8
Live virtual training	9
In-company training	10
Programme content	11
About this award	13
“How can I achieve this award?”	15
Frequently asked questions	16
3 ways to get started	17

# Why Choose a Special Purpose Award?

---

## Your Training Career Begins Here

This QQI Special Purpose Award in Training and Development is for anyone who wishes to gain the skills and knowledge that are essential for professional trainers.

The award has 2 components. We run these as 2 separate courses, which take you through each stage of the Training Cycle.

Every employer wants to see concrete evidence that a trainer has knowledge and command of all aspects of planning and implementing a successful training programme.

The syllabus covered during these courses ensures that you are both confident and competent in the skills required for professional training.



## Choose Your Training Style

We offer our Special Purpose Award in 3 different training styles. You can learn about these styles on [page 7](#) of this brochure.

# Training Objectives

---

## What Will You Be Able to Do Following this Programme?

You can find a detailed list of objectives for each component of this award within each course brochure. When you complete this award programme, you'll cover all 4 stages of the Training Cycle. Here is a high level view of our top 4 objectives for this QQI Special Purpose Award in Training and Development. Upon completing this programme, you will:

✔ **Know how to carry out a Training Needs Analysis (TNA)**

All great training begins with identifying the right areas to focus on by conducting a training needs analysis.

QQI Training Needs Identification and Design shows you have to carry out a TNA accurately.

✔ **Possess a range of training design skills**

As part of the Training Needs Identification and Design programme, you will learn how to design effective training programmes and accompanying support materials.

✔ **Gain professional training delivery skills**

There are so many different capabilities needed to deliver successful training.

A large part of the QQI Training Delivery and Evaluation course is dedicated to equipping you with these important capabilities.

✔ **Understand, and be able to apply popular models of training evaluation**

Evaluation is crucial to the impact of any training session, and for the development of every trainer.

Training Delivery and Evaluation covers the most widely-utilised models, such as Kirkpatrick's Levels of Evaluation.





## Our Approach to the Special Purpose Award

---

- ✔ These courses combine practical and theoretical learning. Training Needs Identification & Design is 3 days in length, and Training Delivery and Evaluation takes place over 4 days.
- ✔ No previous training is required for those attending, although a basic knowledge of working with computers is needed for your assessment work.
- ✔ You will find a welcoming atmosphere on every course we run. Our trainers will put you at ease from the start, enabling you to relax and get the most from your training.
- ✔ Our course format combines a mix of personalities and perspectives. This creates a great opportunity for enriched learning through discussion, questions, and feedback.
- ✔ To achieve the QQI Certification, you must successfully complete self-directed learning and assessment work in the 8 weeks following each course. We will provide you with guidance and a detailed brief for this work.
- ✔ You can attend a classroom based or virtual training. Learn more about these styles of training on [page 7](#).

# Programme Benefits

---

## ✓ Certification with Credibility

Completing the Special Purpose Award will communicate to clients and employers that you are skilled and confident in professional training skills.

## ✓ Training Design, Delivery and Evaluation Skills

The syllabus for these courses works towards establishing best-practice methods and promoting excellence in training for all award holders.

## ✓ Group Dynamics and Coping with Challenging Situations

These courses address ways of handling difficult situations as they arise. You also learn about group dynamics and how to work with different kinds of learner groups. These are practical skills you will need in your career as a trainer.

## ✓ Valuable Tips & Advice from Experienced Trainers

Training in our classroom or virtual environment gives you access to support, feedback and advice from our expert trainers.



**Learn More**

**Ask A Question**

**What is Train the Trainer?**

# How do you want to learn?



## Classroom Training

Attend in-person training with our expert trainers.

[Learn More](#)



## Virtual Training

Enjoy all the benefits of classroom training while connecting from home.

[Learn More](#)



## In-Company Training

Tailored training for your team, delivered in-person or virtually.

[Learn More](#)

# Classroom Training

---

Our classroom training in Dublin provides you with a highly intensive learning approach to the Special Purpose Award.

## Why Classroom?

- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment.
- ✓ **Delivered by Experts** - Our classroom training gives you access to our expert trainers. You'll benefit from the opportunity to ask questions and receive advice from your trainer.
- ✓ **Support Materials** - In addition to your classroom training experience, you'll gain access to online support materials (slides, reference materials, QQI assessment guidelines).



At present, most of our courses will take place as live virtual training. You can gain all of the benefits of classroom training through virtual training.



**Read more and reserve your place on the following page.**



# Live Virtual Training

---

Virtual training enables you to connect to live, trainer-led sessions from wherever you are.

It's easy to connect and you'll gain the benefits of a classroom style of training while enjoying the convenience of learning at home. Our virtual training dates are available for anyone to attend.

## How Virtual Training Works

Once you confirm your place on one of our upcoming virtual training dates, we'll send you the information and link you need to join the training.

To connect with our live training, you'll need a steady internet connection and a device with a web-camera, speakers, & microphone. Most home internet connections work perfectly for virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will advise you on how to get connected. It's an easy, user-friendly process.



## Why Virtual?

- ✓ **Learn from Home** - This is an ideal solution for anyone who works from home. You can connect with real-time training sessions from wherever you're currently based.
- ✓ **Delivered by Experts** - By choosing our live virtual training, you'll learn from subject matter experts. You'll also benefit from the ability to ask questions and gain advice from our trainers.
- ✓ **Group Training** - This style of training enables you to interact virtually with your fellow trainees. Via our online platform, you'll be able to take part in group discussions and exercises without leaving home.
- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

[Reserve My Place](#)

# In-Company Training

---

We run this Special Purpose Award for in-company (sometimes called “in-house” or “on-site”) training.

This means that we deliver training exclusively to your team on a date you choose.

There are many benefits to choosing an in-company style of delivery.

## How In-Company Training Works

When you get in touch with us about in-company training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.



## Why In-Company?

- ✔ **Tailored for Your Team** - Although the Special Purpose Award syllabus must be adhered to, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.
- ✔ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual training.
- ✔ **Flexibility** - In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

[Get a Quote](#)

# Programme Content

---

## Training Needs Identification & Design - 3 Days Classroom Training + Assessment Work

### ① Concepts of Training

- The principles of adult learning, training, development and education

### ② Instructional System Design (ISD) Models

- Including the Training Cycle, Honey & Mumford, and Kolb's Learning Cycle

### ③ Factors Affecting Training

- Internal and external factors influencing training requirements

### ④ Training Needs Analysis (TNA)

- The stages of conducting a TNA
- A range of approaches and techniques for conducting a TNA

### ⑤ Design Training Programmes

- Outline training objectives
- Devising a training programme based on prioritised training needs to include a cost benefit analysis

**Learn More**



This is a condensed overview of what we cover on Training Needs Identification & Design.

Click the button below to visit the course page and read the full course content.

**Learn More**

# Programme Content

---

## Training Delivery & Evaluation - 4 Days Classroom Training + Assessment Work

### ① Concepts and Theories

- Adult learning styles

### ② Planning to Succeed

- Trainer style and self-presentation
- Group dynamics and engagement
- Legislation and its impact on training

### ③ Delivering Engaging Training

- Balanced time planning of material
- Questioning and listening techniques

- Dealing with challenging behaviours and difficult situations

- Developing relevant and informative handouts

### ④ Evaluation of Training

- Models of evaluation including Kirkpatrick's 4 Levels of Evaluation
- Providing written and verbal feedback to trainees

### Learn More



This is a condensed overview of what we cover on Training Delivery & Evaluation.

Click the button below to visit the course page and read the full course content.

[Learn More](#)



## About This Award

---

### What is QQI?

QQI (Quality and Qualifications Ireland) is responsible for the development and review of the National Framework of Qualifications (NFQ).

QQI was established to combine the standalone agencies of FETAC, HETAC and NQAI. This means that awards previously offered as FETAC Level 6 have been revised, redesigned, and are now QQI Level 6 awards.

### Award type and credit value for this course

This is a Special Purpose Award. It sits at Level 6 on the National Framework of Qualifications (NFQ), and carries 30 credits. The award code is 6S3372.

### Why Achieve This Award?



# Important Information About Your Certification

---

- Successfully completing this programme and its assessment work leads to a **QQI Level 6 award**.
- In order to be eligible to achieve QQI Certification, you must have - and provide us with - a **valid Irish PPSN** (Personal Public Service Number).
- If you are a UK citizen with a **valid NIN** (UK PPSN equivalent) you are eligible to apply for a QQI award. Other EU citizens are not eligible to apply for a QQI award (unless they are already in possession of a valid Irish PPSN or UK NIN).
- QQI require that all grades being submitted for certification include the following **personal information**:
  - ✓ **Full Name**
  - ✓ **Date of birth**
  - ✓ **PPSN**
  - ✓ **Gender**
- This means that **we are required to collect this information** from you when you submit your assessment work.
- This information is collected solely for the purpose outlined above and is stored **securely** on-site at our offices in Dublin. You can view our **Privacy Policy** by [clicking here](#).



## Ask Us A Question

If you have any questions about QQI Certification, you can reach us at Freephone 1800 910 810, or click below to "Ask A Quick Question" online.

We'll respond with the information you need.

**Ask A Quick Question**

# “How Can I Achieve This Award?”

---

The Training & Development Special Purpose Award is comprised of 2 components: **Training Needs Identification & Design (6N3325)** and **Training Delivery & Evaluation (6N3326)**.

We run both components as public courses. You can complete both of these components (courses) in whichever order works best for you. Gaining these 2 minor awards will automatically earn the Training & Development Special Purpose Award (6S3372).



# Frequently Asked Questions

---

## ❓ Do I need to complete both components?

To gain the Special Purpose Award, you need to complete both components and their assessments successfully. However, if you are just interested in completing one component, each can be taken as a standalone course.

## ❓ I want to gain the Special Purpose Award. Do I need to attend both components within a specific time frame?

No. In fact, we recommend leaving a few months between completing each component as there is 8 weeks of self-directed learning and assessment work required after each course.

## ❓ Which course should I do first?

The answer depends on your schedule, your goals, and your interests. If there is a Training Needs Identification and Design date coming up in the next few months, we recommend starting here. However, Training Delivery and Evaluation runs more frequently, so if that helps you get started faster, it might be the right choice. Talking to one of our training consultants can help you find the right solution. You can reach our team at Freephone 1800 910 810.



### Any Other Questions?

Call us on Freephone 1800 910 810,  
or click below to ask a quick question  
online.

We'll be happy to answer any Train  
the Trainer questions you may have.

**Ask A Quick Question**

## 3 Ways to Get Started

---



### Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions, advise on the best option for your Special Purpose Award or book a place for you on an upcoming date.

**Freephone 1800 910 810**



### Reserve a Virtual Place

Using the button below, you can view and select upcoming dates to reserve your provisional place on an upcoming Special Purpose Award course.

We will get in touch with course details, to answer any questions you may have, and to confirm your place.

**Reserve a Place**



### Get a Quote

Click the button below to request a tailored quotation for your company's Special Purpose Award training

We will be in touch with a detailed quotation fitting your team's requirements.

**Get a Quote**

# About Us

---

## Professional Development - 34 Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 34 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, it service management, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential

## Stay Connected

---



### Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



### Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



### Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



### Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.



# Contact Us

---

## Head Office

Suite 11, Plaza 256,  
Blanchardstown Corporate Park 2,  
Ballycoolin, Dublin 15, D15 T934

Freephone 1800 910 810

Dublin 01 861 0700

[ask-us@professionaldevelopment.ie](mailto:ask-us@professionaldevelopment.ie)

[www.professionaldevelopment.ie](http://www.professionaldevelopment.ie)

**Contact Us**

