

Unit Title: Introduction to a Training Course	
Level:	Entry Three
Credit Value:	3
GLH:	30
OCNLR Unit Code:	HC4/E3/LQ/001
Ofqual Unit Reference Number:	H/504/8495

This unit has 6 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the requirements of taking part in a training course.	1.1. Complete application or information forms. 1.2. State the times and mode of attendance required. 1.3. Identify possible ways of gaining certificates.
2. Understand the organisation's need for rules and regulations.	2.1. Identify the main rules and boundaries set. 2.2. State why these are needed. 2.3. State why it is important to observe Health and Safety Regulations.
3. Be able to take part in assessment procedures.	3.1. Complete an initial assessment.
4. Be able to take part in team games.	4.1. Take part in icebreaker team games.
5. Be aware of the different agencies and employers who work with the training provider.	5.1. List the different types of agencies and employers involved in the training course. 5.2. State when and how to contact the different agencies and employers.
6. Understand the importance of commitment and regular attendance.	6.1. Consistently show a willingness to take part in directed activities. 6.2. Attend the majority of sessions on time.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam		Role play/simulation	O
Essay		Practical demonstration	
Report		Group discussion	O
Oral question and answer	P	Performance/exhibition	
Written description	O	Production of artefact	