



## Design and Develop Training Curriculum

### Objective

This course is designed to provide participants with an overview in identifying training needs and designing in-house training programmes.

### Who Should Attend

Supervisors, coaches, trainers who are tasked to design and develop courses.

**IMPORTANT: The TTT Programme is offered to companies participating in ITE's Training schemes, and also to those who are sponsored by their organisations.**

### Admission Guidelines

Course participants should:

- Be able to communicate with others effectively in English
- Be able to listen, speak, read and write English proficiently in a clear and confident manner
- Be keen to facilitate learning and assess adult learners through the design, reflection and continuous improvement of learning activities in an array of learning settings such as classroom, workplace and blended learning contexts.
- Possess appropriate level subject matter specialisation and industry experience, relevant for the design, facilitation and assessment of learning
- Possess basic information and communication technology (ICT) skills, eg skilled in Microsoft Word, Microsoft PowerPoint, etc
- Be able to source and analyse relevant materials from the workplace, library, internet or online databases for design and development of learning resources

### Content

- Identify in-company training needs
- Perform in-company job analysis
- Analyse target group and learners
- Perform task analysis
- Write learning objectives
- Develop learning materials
- Evaluate training programme

### Assessment

- Assessment via in-course assignments (***Participants are required to sit for a 1 hour written test and submit all assignments (project work) on the last day of course.***)

Participants are to bring along a laptop for the preparation of course assignments.



# TRAIN THE TRAINER PROGRAMME

## Certification

Participants will be awarded with the Industry Trainer Module Certificate in Design & Develop Training Curriculum if they satisfy 80% of the attendance and pass the assessment at the end of the course.

## Course Details

Duration:	21 hours (3 days), 9.00 am to 5.30 pm (Classroom Training Hours: 16.5) (Assessment Hours: 4.5)
Mode of Training:	Classroom
Course fee (inclusive of GST):	Nett Fee – \$290.70 <i>(for eligible company-sponsored trainees)</i> <i>(wef 1 Sep 2021)</i> Full Fee – \$545.70

## Fundings (for company-sponsored trainees only)

- *Funding Validity Period: Till 30 Sep 2024*

Singapore Citizens (SCs) and Permanent Residents (PRs) are eligible for a funding support of 50% of course fees, capped at \$15 per funded training hour.

SCs and PRs who are sponsored by SMEs, or those who are eligible for Mid-career Enhanced Subsidy (MCES) enjoy higher funding support.

## Course Application

Apply via <http://bit.ly/2lpvftj> or scan the QR code to apply for course.

