

**Domain****ELECTRONICS****Title:****Conduct training for staffs' skills  
development****Level: 5****Credits: 13****Purpose**

This unit standard specifies the competencies required to conduct training for staffs' skills development. It includes Identifying the need for training, preparing motivation for training, developing training materials, facilitating training and evaluating training. This unit standard is intended for those who work as electronics supervisors.

**Special Notes**

1. Entry information:

Prerequisite

- none

2. To demonstrate competence, minimum evidence of the ability to: identify the need for training, prepare motivation for training, develop training materials, facilitate training and evaluate training at least one training is required

3. Assessment evidence may be collected from a real or a simulated workplace in which electronics operations are carried out.

4. Glossary of terms

- '*specifications*' refers to any, or all of the following: manufacturers' specifications and recommendations, workplace specific requirements

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act, No. 11, 2007
- Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

**Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Identify the need for training**

#### **Range**

The type of training to be identified include but not limited to in-house training, outsourced training and other work related training.

#### **Performance Criteria**

- 1.1 Skills gap are identified from the personnel.
- 1.2 Appropriate training is selected.
- 1.3 Training candidates are identified and selected.

### **Element 2: Prepare motivation for training**

#### **Performance Criteria**

- 2.1 Training resources are identified appropriate to training need.
- 2.2 Training budget is prepared considering ways to economise on resources.
- 2.3 Required training is proposed
- 2.4 Motivation report is compiled with justifications.

### **Element 3: Develop training materials**

#### **Range:**

The training materials to be developed is limited to the in-house training

#### **Performance Criteria**

- 3.1 Courses are identified
- 3.2 Learning outcomes are developed
- 3.3 Assessment methods are developed
- 3.4 Training content is developed

### **Element 4: Facilitate training**

#### **Performance Criteria**

- 4.1 Training resources are acquired.
- 4.2 Training is conducted based on learning outcomes.
- 4.3 Trainees are assessed based on learning outcomes.
- 4.4 Courses of action are recommended.

### **Element 5: Evaluate training**

#### **Performance Criteria**

- 5.1 Evaluation tools are developed.

- 5.2 Evaluation feedback is acquired.
- 5.3 Evaluation feedback is analysed.
- 5.4 Evaluation report is compiled.
- 5.5 Evaluation report is filed.

### **Registration Data**

<b>Subfield:</b>	Electrical Engineering
<b>Date first registered:</b>	
<b>Date this version registered:</b>	
<b>Anticipated review:</b>	
<b>Body responsible for review:</b>	Namibia Training Authority