

800,000

People working in the further education and training sector in England — qualified trainers are essential



1.5M

Learners in further education colleges in England each year



£7.5bn

Annual government investment in further education in England



85%

Of learners prefer courses delivered by qualified trainers



40%

Improvement in learner outcomes with qualified teaching staff

EFFECTIVE TEACHING & TRAINING

5 KEY PRINCIPLES OF ADULT LEARNING

1

1

NEEDS ANALYSIS

Identify learner needs, prior knowledge and preferred learning styles before designing training. Use initial assessments, questionnaires and discussions to understand what learners already know and what they need to achieve.

2

2

SESSION PLANNING

Design structured, engaging sessions with clear learning objectives. Use a variety of teaching methods to accommodate different learning styles: visual, auditory and kinaesthetic. Plan timing carefully.

3

3

DELIVERY

Deliver training in an engaging, inclusive and accessible way. Use clear explanations, relevant examples and practical activities. Check understanding regularly. Adapt your delivery style to meet learner needs.

4

4

ASSESSMENT

Use a variety of assessment methods to check learning and provide evidence of achievement. Provide timely, constructive feedback that motivates learners and guides improvement. Record assessment decisions accurately.

5

5

EVALUATION & REFLECTION

Evaluate the effectiveness of your teaching through learner feedback, observation and self-reflection. Identify areas for improvement and update your practice accordingly. Engage in regular continuing professional development.



6 months

Typical time to complete the Education & Training Award



1 day

To qualify as an Education & Training Trainer



5 yrs

Recommended CPD review interval for trainers

Training 0333 500 5000

educationtrainingaward.co.uk

Source: DfE Further Education Statistics 2022/23 | Education and Training Foundation