

EDUCATION & TRAINING AWARD — PRACTICAL SKILLS GUIDE

Specific Skills Reference Sheet

KEY KNOWLEDGE

Effective adult learning is built on understanding how adults learn differently from children. Adults bring prior experience, are self-directed, and need to see the relevance of what they are learning. The Education & Training Award teaches trainers to apply these principles through needs analysis, session planning, varied delivery methods, and constructive assessment. Reflection and CPD ensure continuous improvement in teaching practice.

STEP-BY-STEP PROCESS

- 1 Needs Analysis**
Identify learner needs, prior knowledge and preferred learning styles before designing training



NEEDS

- 2 Session Planning**
Design structured sessions with clear SMART learning objectives and varied activities



PLANNING

- 3 Delivery**
Deliver training in an engaging, inclusive way using visual, auditory and kinaesthetic methods



DELIVERY

- 4 Assessment**
Use varied assessment methods to check learning and provide constructive feedback



ASSESSMENT

LEGISLATION & STANDARDS

Education and Training Foundation | Ofqual Qualification Framework