

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Getting the Most out of Training

Unit Reference Number: Y/615/6980

Level: Entry Level Three (3)

Credit Value: One (1)

Minimum Guided Learning Hours: 10

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how to listen in a training environment	1.1 Identify two strategies for effective listening
	1.2 List two barriers to effective listening
	1.3 State the listening skills they have used in a training environment
2. Be able to contribute actively to training	2.1 Demonstrate answering and asking appropriate questions during training
	2.2 Name two possible barriers to contributing to a group activity or discussion
	2.3 Demonstrate contributing to a group activity or discussion
3. Be able to retain information learned through training	3.1 Demonstrate a suitable method of retaining information from training
	3.2 Give an example of an effective strategy for taking notes during training