DSAT Series

How to Meet Requirements 4 of 9

		Training Design & Development				**Evaluation &**
Scope	Analysis	Stage 01	Stage 02	Stage 03	Delivery	Validation

Training Design and Development (TD&D) is the process that derives achievable objectives and training solutions from the outputs of the Needs Analysis agreed to by the sponsor and training provider. The first of the three stages of TD&D, outlined below, is the formation of Training Objectives (TOs) that meet operational/business needs.

Step 1

Derive Training Objectives (TOs)

DSAT Requires

Define TOs & its constituents (i.e., what trainee should be able do after training) by leveraging the Operational Performance Statements (OPS) & Competency Framework (CF) established during the Analysis Phase, as follows:

- Define Performance, i.e., what trainees should be able to do at end of training
- State Conditions under which trainee must perform task
- Identify the Standard the trainee must achieve at the end of training

ADVISOR Added Value

✓ Prompts users for the Standards & Conditions needed to generate the TOs in line with DSAT requirements

Step 2

Classify Training Objectives (TOs)

DSAT Requires

Classify TOs in order to maintain audit trail & identify requirements, as follows:

- Maintain the links between Tasks & TOs through an auditable number/ identification system - to ensure training is allocated to all Tasks
- Identify TOs as Core (training) requirement, Legal requirement and/or Accreditation requirement

ADVISOR Added Value

✓ Automatically establishes links between Tasks & corresponding TOs
✓ Preserves the links between Tasks & TOs as data changes - including the reorganization of Tasks & TOs using drag & drop functions
✓ Generates an audit trail that maps TOs to Tasks with the click of a button
✓ Identifies the Training Requirements of each TO its priority, as well as whether it requires certification

Step 3
Document Formal Training Statements

DSAT Requires

Document Formal Training Statements, by creating:
- Training Performance Statement (TPS)
- Workplace Training Statement (WTS)
- Residual Training Gap Statement (RTGS)

ADVISOR Added Value

- ✓ Facilitates the classification of Training Requirement as Formal, Workplace or Residual Gap based on Priority
- ✓ Generate TPS, WTS and RTGS with the click of a button
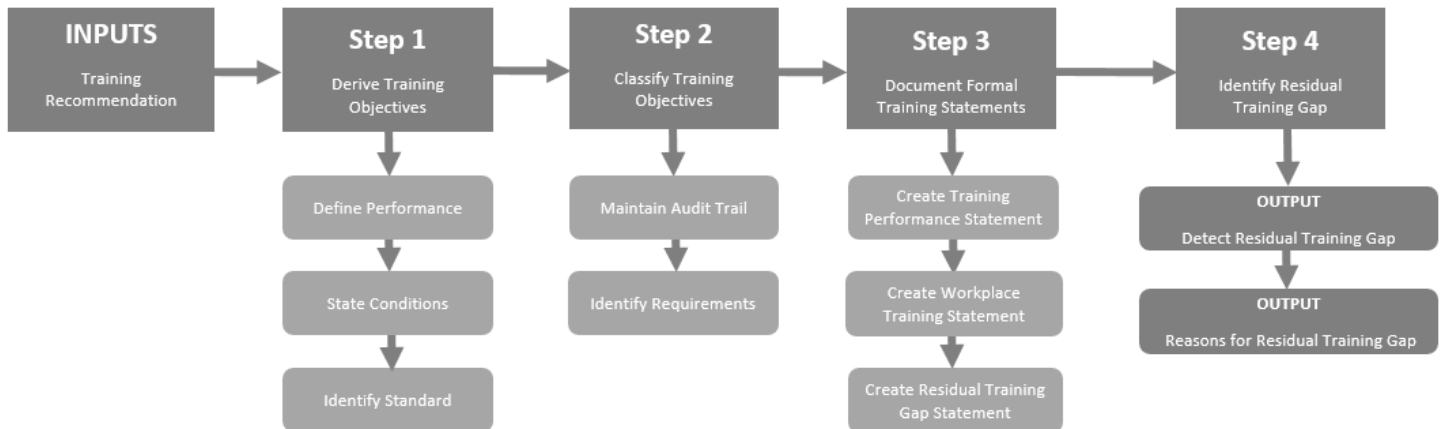
Step 4
Identify Residual Training Gaps

DSAT Requires

- Detect Residual Training Gap. Compare the difference between OPS/CF & delivered training
- State the reasons for residual training gap. These may include:
  - Inability to exactly replicate conditions & standards of operational/business requirement in training
  - Risk is not politically, morally & socially acceptable
  - Resource limitation
  - Only operational experience can close the gap

ADVISOR Added Value

- ✓ Provides a drag & drop function that facilitates the mapping of current (delivered) Key Learning Points (KLPs) to Training Objectives (TOs) & in-turn identifying Residual Training Gap as well as training that does not support a specific requirement
- ✓ Generates audit trail to document findings with the click of a button
- ✓ Prompts users to add notes & info in support of decisions

INPUTS	Step 1	Step 2	Step 3	Step 4
Training Recommendation	Derive Training Objectives	Classify Training Objectives	Document Formal Training Statements	Identify Residual Training Gap
	Define Performance	Maintain Audit Trail	Create Training Performance Statement	OUTPUT — Detect Residual Training Gap
	State Conditions	Identify Requirements	Create Workplace Training Statement	OUTPUT — Reasons for Residual Training Gap
	Identify Standard		Create Residual Training Gap Statement	

Contact us today to find out how we can assist you in meeting DSAT requirements and drive training efficiency.