



DSAT Series

How to Meet Requirements 7 of 9



Once a clear definition of training requirement is established, the training must be delivered. **Training Delivery** must be conducted in accordance with the previously defined and approved training documentation, namely: ISpecs, ASpecs, CSpecs, and Course Programme.

Step 1

Obtain Personnel & Resources

DSAT Requires

- Secure necessary personnel & resources.
- Select instructors to deliver training & verify that the instructors are trained, qualified & experienced to deliver the training
- Ensure appropriate equipment, personnel, resources & environment are provided in accordance with approved training documents

ADVISOR Added Value

- ✓ Generates project plans & Gantt charts & assists project managers in locating the required personnel & resources; validating availability; as well as tracking progress in real time

Step 2

Conduct Risk Assessment

DSAT Requires

- Conduct health & safety risk assessment of the training environment & all training activities by:
 - Documenting the assessment
 - Maintaining as a quality record
 - Recording in the training documentation
 - Presenting risk assessment document at the point of training delivery
 - Informing trainees of the risks associated with a particular training activity or training environment, prior to entering the training environment or the activity taking place





Step 3

Manage Trainees

DSAT Requires

- Establish & maintain procedures for the management of trainees, as follows:
 - Ensure procedures comply with all extant statutory legislation & other applicable Government directives
 - Maintain records to confirm whether or not a trainee attended a particular training activity & identify the status of the trainee with respect to trainee's achievement of the requirements of the training activity
- Document training activity entry requirements, as follows:
 - Provide requirements to all relevant authorities preparing or controlling trainees heading to the organizations for which the requirements apply
 - Establish, document & maintain procedures to verify trainees have the required prerequisites
- Establish, document & implement appropriate trainee induction, as follows:
 - Provide welfare, pastoral & learning support
 - Provide catering & accommodation facilities to prescribed MOD standards

Step 4

Deliver Training

DSAT Requires

- Deliver training in accordance with programmed/timetabled activities, to maximize effectiveness of media used, cater to trainees differing abilities & remain within local resource constraints
- Deliver training in accordance with approved training documents to achieve training goals, specifically:
 - Achieve required knowledge transfer
 - Produce individuals with the required skills & attitudes
 - Achieve knowledge transfer & produce individuals with required skills & attitudes in the most effective way



Step 5

Assess Training

DSAT Requires

- Evaluate training where assessment has been identified as a requirement, as follows:
 - Document & maintain procedures for assessment of trainees
 - Assess trainees for achievement of TOs in accordance with the assessment strategy & assessment specification
 - Record & maintain trainee assessment results
 - Apply appropriate remedial action, including reassessment of students deemed to have failed, in accordance with documented procedures
 - Manage assessment marking in accordance with assessment strategy & assessment specification
 - Assess & record results for externally accredited training in accordance with the regulations of the awarding body
 - Send certification of results to relevant authorities & to trainees, indicate where restrictions on employability have arisen from trainee failure or where TOs have not been assessed, as required
 - Document if training is not assessed & provide reasons
- Conduct & document after action review of training delivery. Provide recommendations towards the conduct of training & training content, to ensure the continuing efficiency & effectiveness of the training activity

ADVISOR Added Value

- ✓ Learning Content Management Systems (LCMS), Learning Management Systems (LMS) and/or Authoring Tools are typically used for the development, delivery & assessment of courseware. ADVISOR facilitates the development, delivery & assessment of training by exporting ISpecs, ASpecs, CSpecs & Course Programmes into html or xml file format that can be easily imported into MS Word, Excel, LCMS, LMS & Authoring Tools
- ✓ Provides a comprehensive performance improvement model with root cause analysis function that quickly zeros-in on the source of the problem & identifies Plausible Solutions to achieve the desired standard
- ✓ Generates Performance Analysis report to support recommendations in a single click



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