



Setting the global standard for training practitioners and professionals

CERTIFIED TRAINER PROFESSIONAL PRACTICE CERTIFICATE (CTPCC)

The Certified Trainer Professional Practice Certificate is a practice-based certification qualification for Certified Practising Trainers and Training Practitioners to:

- Develop their thinking and practice
- Improve the quality of teaching and learning
- Apply new ideas and approaches in their professional training practice.

COURSE STRUCTURE

The Certified Trainer Professional Practice Certificate comprises of the following six modules.

- **CTPPC1-Maintain and Enhance a Trainer Professional Practice**
This module covers the outcomes required for trainers to manage their personal professional performance and to take responsibility for their professional development in relation to the provision of training services.
- **CTPPC2-Develop practice through reflection**
This module introduces participants to the practice of reflection as a means of enhancing a training practitioner expertise. It covers the approaches to reflective practice, methods of reflective practice and reflective journaling.
- **CTPPC3- Design and develop training programs**
This module covers the identification, design, develop and review of training programs and resources to meet the identified needs for learners.
- **CTPPC4-Design and facilitate experiential learning**
This module covers the use of experiential approaches to learning, design experiential learning activities, identify the different types of facilitation, learn and practice the various ways of facilitation.
- **CTPPC5-Delivery and facilitation skills**
This module covers the techniques for delivery and facilitation in the following areas:
 - Distance based learning
 - Group based learning
 - Individual based learning
 - Work based learning.
- **CTPPC6- Plan a training needs analysis**
This module outlines the steps required when undertaking a training needs analysis. It explores when a training needs analysis may or may not be applicable in the light of business goals and the context for training intervention.

DELIVERY MODE

One or combination of the following mode of delivery:

- Blended Delivery
- Full Delivery
- Online Delivery.

ENTRY REQUIREMENTS

Open to Trainers in the following education and training fields.

- Adult Continuing Education
- Corporate Training
- Schools
- Vocational Education and Training
- Polytechnics
- Higher Education -Universities.

ASSESSMENT

All modules will be assessed using a selection of tools.

Portfolios, third party reports, role-plays, practical observations, case studies, projects, questioning, simulation activities and written tests may be used to gather evidence for the modules.

Recognition of Prior Learning (RPL) is recognized where a candidate may be granted credit or partial credit towards the Professional Practice Certificate or individual module in recognition of skills and knowledge which a candidate has gained through worked experience, life experience, formal equivalent qualification and training.

AWARD

On successful completion of the above six modules, candidates will be awarded a Certified Trainer Professional Practice Certificate by the Australian Institute of Certified Practising Trainers.

CERTIFIED PRACTISING TRAINER (CPT) DESIGNATION

The graduates of this Certified Trainer Professional Practice Certificate can apply for Certified Practising Trainer (CPT) designation with the Australian Institute of Certified Practising Trainer.

