lcs | lean competency system

Submission Portfolio Contents

Background & Context

- Organisation, context, background information; training organisation
- LCS levels to which the training system aims to align
- Accreditation plan; certificates issued pa forecast

Descriptions, aims, learning outcomes

- Structure of training programme
- Titles and description of courses; aims and learning outcomes
- Topics covered in courses; linkage to learning outcomes
- Overall learning time of the training

Alignment & Practical Linkage

- Courses alignment with specific LCS levels
- LCS alignment matrix
- Linkage of training to workplace practice

Training Material

- Training material sourcing and development
- Sample of training material (eg presentations, workbooks, etc)
- Teaching style used
- Practical activities, exercises, simulations used in courses

Assessment

- Assessment approach; nature of assessments; linkage to learning outcomes
- Example tests, exams, interview guides, etc; policy for to pass marks, etc
- Assessments administration; use of IT; Reviewing, continuously improving
- Linkage of course work with the workplace application of tools
- Assessing formal projects; recording implementation activities

Delivery, Teaching Methods & Staffing

- Teaching methods used; approach to class sizes
- Online delivery capability & method
- List and credentials of trainers; delivery capability matrix
- Policy on external delivery resources

Admissions

- Methods and criteria used to select course participants
- Prerequisites required

Quality Assurance

- Approach to evaluate training
- Examples of evaluation questionnaires; other participant feedback processes
- CI process for course evaluation and review

Training Support & Organisation

- Training management and support
- Resources to support and help course participants learn
- System for training records; example records; certificate numbering system
- Facilities