



ETD Practitioner Development

Title of Post - Junior Trainer

Issue 4.0 - Final

24 March 2011 - updated 16 January 2015 with link to National Occupations Standards
9 August 2016 - re-branded to NHS Digital
17 October 2019- KSF references removed

Junior Trainer

Responsibilities	Knowledge & Skills	Outcomes
<ul style="list-style-type: none"> Delivery of end user training at the appropriate level 	<ul style="list-style-type: none"> Awareness of the learning cycle and different learning styles Delivery skills using agreed learning and development methods and approaches Classroom management Preparation of the learning environment (setting up room, IT equipment, training environments, etc.) Awareness of learning delivery techniques (e.g. coaching, mentoring, e-learning, face to face etc) Knowledge of legislation, policies and procedures 	<ul style="list-style-type: none"> End users have the competence to use the system or application effectively Staff are supported in practice Training adheres to Information Governance policy Assist with post training support (e.g. floor walking, on-site, go-live support)
<ul style="list-style-type: none"> Facilitate the assessment and evaluation of end user training 	<ul style="list-style-type: none"> Awareness of assessment and evaluation methodologies (Kirkpatrick levels 1 & 2) 	<ul style="list-style-type: none"> Accurate record of attendance and outcomes Training sessions are quality assured End users have met their course objectives
<ul style="list-style-type: none"> Contribute to the planning of training interventions 	<ul style="list-style-type: none"> Knowledge of the resources required to support training interventions Knowledge of planning training interventions 	<ul style="list-style-type: none"> Training correctly planned and resourced
<ul style="list-style-type: none"> Assist with the development of training materials 	<ul style="list-style-type: none"> Knowledge of training material content Writing and documentation skills Knowledge of the relevant product(s) and applications An awareness of care setting(s) 	<ul style="list-style-type: none"> Training materials
<ul style="list-style-type: none"> Personal and professional development 	<ul style="list-style-type: none"> Reflective practice Awareness of peer review techniques Research skills Critical appraisal skills 	<ul style="list-style-type: none"> Maintain and improve skills Sharing best practice Become a local point of reference

Personal qualities and soft skills

- Able to adapt to change
- Approachable
- Confident
- Diplomatic

- Enthusiastic
- Flexible
- Listening skills

- Patient
- Positive attitude
- Self-motivator