

# The **Good** Training Provider's Guide

There is a renewed emphasis on the quality of training. This is being monitored and reinforced by the Adult Learning Inspectorate's (ALI) self-assessment and inspection regime.

The Good Training Provider's Guide series 1 will help you prepare for inspection under the new arrangements.

Series 2 (see over) will help you implement effective training programmes within your organisation.

All guides in the series are aligned with the ALI inspection framework.



## How much does it cost?

Each module comes as an attractive A4 size spiral bound booklet. Each booklet contains all the forms, checklists and templates you will need to produce high quality reports and action plans. All resources can be photocopied, but you can also download additional items for customisation from the Mindset website.

Price £12.50 per module. For details of how to order, see over.

## Series 1 **Preparing for inspection**

This new series of guides provides the support and guidance that will help you as providers and managers of training in your quest for continuous quality improvement. It is a modular series, written to fit alongside and support the work that training providers and LSCs are currently doing to raise the standard of training.

### Who is it for?

The guides are for:

- training provider managers and staff – especially those with a responsibility for quality and training development
- contract managers in LSCs
- anyone with an interest in improving the quality of training.

### Who will it help?

#### Training providers

The guides in this series will help you:

- take an overview of the quality of your training
- identify areas for improvement
- plan how to improve quality and performance
- write your annual self-assessment and action plan
- prepare for inspection and deal with its outcomes.

#### LSC contract managers

The guides will help you:

- get an overview of quality
- understand the performance you should expect of your training providers
- support your providers in the improvement process
- advise and support them in self-assessment and inspection.

*mindset*

Learning solutions through learning support

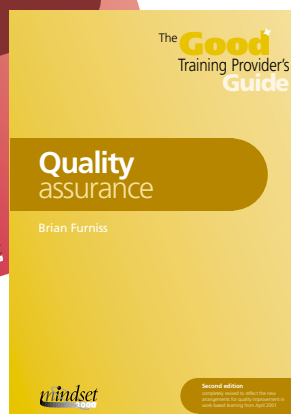
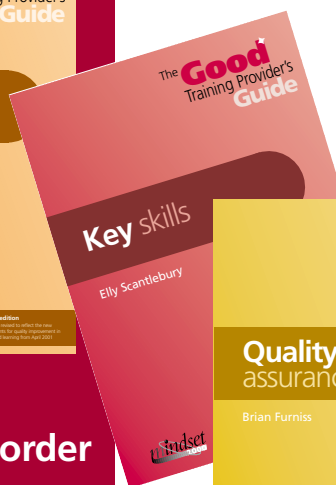
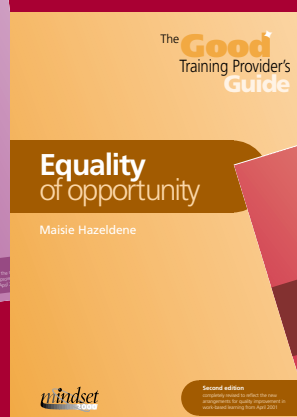
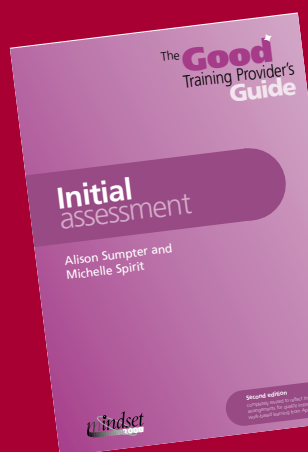
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## Series 2 **Effective implementation**

This covers the most important factors for eventual success of candidates on work-based training programmes. Each booklet provides information and examples to help you carry out a detailed analysis of good practice in your organisation, together with guidance on effective implementation. Each booklet is a self-contained guide designed to be used on its own, or as part of the series.

### Who is it for?

This series of booklets is for Training Providers and LSC training managers. Each booklet will show you how to:

- interpret the current standards for each theme
- apply good practice with people entering vocational training programmes
- analyse your organisation's practice in line with expectations from ALI inspections
- monitor and evaluate the delivery of your practice
- improve the quality of training which individuals receive.

### How will it help?

The booklets in this series will help you to understand how good practice in four key areas can:

- reduce leaver rates
- ensure that candidates follow the right level of training
- match candidates to the most appropriate occupation
- avoid duplication of training
- offer progression opportunities
- identify a clear baseline for each candidate
- clarify career aims for the candidate
- encourage realistic, achievable individual training plans
- identify current and potential levels of learning
- plan the additional support that will be required
- promote informed, self-aware individuals
- increase staff motivation and performance
- ensure organisational capacity to deliver training programmes
- enhance the support offered to employers.

### How to order

To order your copies, fill in an order form and send to **Mindset 2000 Ltd**, 6 Hemdean Road, Caversham, Reading RG4 7RY tel. (0118) 948 4500 fax (0118) 947 2371 or order on-line at:

[www.mindset2000.com](http://www.mindset2000.com)



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