Training Development Guide

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Content

Introduction

Welcome to this training development guide! You are reading this, because you are interested in developing your own courseware for a course that leads to a certification that is offered by EXIN. With this guide, we aim to help you with the development of your course by providing you with insight in the accreditation requirements and some useful tips to get you started.

This guide describes the necessary documents and guidelines needed to develop a qualitative course. We would like to emphasize that this document does not describe *how* the training should be delivered, it describes *what* documents are essential for your course.

Accreditation is mandatory for each EXIN course you would like to offer. The EXIN Accreditation gives you advantages through supporting documentation and products from EXIN, and it also proves that your course properly prepares a candidate for the exam. When your course is accredited, our candidates will be able to find your company on our website when searching for that course.

Please read this guide carefully to develop a high-quality course that meets the EXIN Accreditation requirements, because that is what we are both aiming for!

1 Courseware Resources

1.1 Where should I start?

The starting point for courseware development should always be the **Preparation Guide** or the **Syllabus**. EXIN calls these documents Preparation Guides, but some other certification bodies call them Syllabi. In the remaining part of this guide, we will only use the term Preparation Guide. All Preparation Guides are available on the EXIN website. The complete courseware resources we have available for our partners, can be found in MyLogin under Downloads.

The Preparation Guide contains all the information relating to the content of the training program and the exam. It is designed to help organizations develop courses and course materials that meet EXIN's Accreditation requirements. The Preparation Guide is also suitable for candidates who wish to follow the training and/or take the exam. A preparation guide contains all the information about the content of the certification and helps candidates select training programs and exams.

Important: Preparation Guides are regularly updated. The most recent version can be obtained through EXIN's website or MyLogin. If you are working with a Preparation Guide that has been stored on your personal computer for a longer period, now would be a good time to check if you still have the latest version.

The Preparation Guide contains:

- a detailed description of the module
- exam details
- information for the ATO (contact hours, group size)
- an indication of the study load for the candidate
- a description of the exam requirements and specifications
- an exam matrix, defining the weight of the topics in the exam
- a list of basic concepts
- the exam literature related to the exam topics

You will need to study the Preparation Guide before you start developing the course. With the Preparation Guide in hand, you can work out all exam topics in slides, exercises, documentation, and other training methods.

For Advanced or Expert level courses, candidates are required to have followed an accredited training before they can sit for the exam. For many advanced modules, practical assignments are a mandatory part of the training and so they must be reflected in the course material you develop. Practical assignments will be discussed later in this guide.

Right now, you should decide who will be the trainer for the course you want to develop. The trainer(s) should have the correct certification(s) and levels of experience and should become accredited. More information on this can be found in the EXIN Accreditation Guide.

1.2 Are there more documents I could use?

Absolutely! Next to the Preparation Guide, EXIN offers a variety of documents that will help you put together your courseware. Some of the documents are even crucial to prepare your candidates for the exam. We often have:

- Sample Exam
- White papers
- Basic Training Material
- Practical Assignments
- A Case study
- Change documents

It is one of EXIN's Accreditation requirements to use the **sample exam** during the training. The sample exam reflects the actual exam:

White papers are an extra service from EXIN and contain articles or other information that you may use in your courseware.

EXIN usually provides a set of basic slides for accredited partners called **Basic Training Material (BTM)**. This slide set covers at least 80% of the presentation material. You can use the slide set and complete it with exercises and assignments, references, and examples.

For advanced and expert modules of EXIN's own certification programs, EXIN has developed **Practical Assignments** documents. They contain examples of practical assignments to be performed during the training and provide guidance on how to perform them.

For some advanced and expert modules a case study is used. Case studies are publicly available so candidates can get thoroughly acquainted with them and you can use them in your training.

Updates in materials are always communicated via New and Improved Materials.

2 Courseware Development and Requirements

2.1 I have gathered all documents, what is the next step?

It is time to create your courseware! The courseware should be designed in such a way that any trainer could use it. Even if your organization only has one trainer. Therefore, it may be necessary to write out specific notes and instructions within your presentation.
It is important to keep in mind that the courseware should cover all the topics mentioned in the Preparation Guide and are handled to the correct level and breadth.

The courseware consists of **all the documents used by the trainer and the candidate** to prepare the candidate for the exam. The requirements for classroom courses will be discussed in the paragraphs below. Paragraph 2.7 will focus on the requirements for e-learning courses, which are slightly different than classroom courses.

2.2 Requirement 1: A detailed course agenda

A detailed course agenda documents that the amount of time spent on each topic is sufficient and clarifies when and how handouts and other documents should be used during the training. Be precise in your course agenda and make sure trainers can easily navigate through your course.

The detailed course agenda shows the sequence in which the exam topics are taught and will help the trainer to manage his or her time. The sequence of the exam topics laid out in the Preparation Guide is not mandatory, but all exam topics must be covered in the courseware. It is important to include:

1. the subject and the learning objectives
   - What is being talked about and what do course participants need to do to achieve the objectives as per the exam specifications?
2. the educational method (course participants' and trainers' activities)
   - What activities do the participants and the trainer perform? Think about exercises, assignments, group discussions etc.
3. a reference to the corresponding parts of the courseware

- Which part of the course material is being used?
4. <u>a reference to the corresponding part of the exam literature, including chapter numbers</u>
    - If there is a need for more detailed, specific information, where in the literature can this be found?

You are free to choose whether the literature as described in the Preparation Guide will be part of the courseware in the form of books or whether the contents of the literature will be integrated into the courseware itself (as slides, for example).

In the appendix of this guide, you will find an example of a course agenda.

2.3   Requirement 2: Preparation Documentation

It is mandatory to provide the candidates with the **Preparation Guide** and the **sample exam.** You could hand out these documents during the training, or you could provide the candidates with a link or an electronic copy. Always make sure the latest versions of those documents are used.

2.4   Requirement 3: Practical Assignments

Practical Assignments bring the course's theory into practice and are more extensive than exercises. They are mandatory for Advanced and Expert level courses. For most courses, EXIN has Practical Assignments ready for you to use, you can also develop your own assignments. Your own practical assignments should include trainer instructions, the objective(s) of the assignment, the outcome(s), and the educational method (group assignment, individual assignment, etc.). If you want to develop your own practical assignments, please look at EXIN's assignments to get an idea of how to document them.

2.5   Requirement 4: Additional courseware

At this point, you have gathered documentation and given thought about the outline of the course. It is time to put this together in one course. You will probably prepare visuals, a presentation, videos, or a

workbook. You are free to structure the course as you like, if all the exam topics are handled to the correct level and breadth. Be sure to include as much in-depth information as possible.

To give you some ideas, we have created a list of document types you could create and use in your courseware. It is not an exhaustive list and we welcome you to think about other document types or media to use during your training. If you would like to make an addition, please let us know and we will update the list.

These elements could be a part of your courseware:

- A course participant manual
- A trainer manual
- Handouts
- A Workbook
- Core books
- Quick reference guides
- Presentation material
- Video files
- Audio files

2.6 Requirement 5: Copyright

Make sure to respect the Intellectual Property and Copyrights of the owner of the certification. Usually you will find an example of how to use the copyright statements in the Preparation Guide. Most of the copyright statements can even be found on the last page of this guide.

The first time you mention the concerning product in a document, you should add the ®-symbol to it. For example, EXIN®. After the first use, the ® is optional.

For some products, there are more specific guidelines on how to respect the Intellectual Property. The EXIN Support Team can always give you more detailed information about the specific course you are developing the material for.

2.7 Requirements for E-learning courses

Except for the detailed course agenda, the above-mentioned requirements also apply to e-learning courses. The e-learning environment should be user friendly and intuitive.

In case of an audit, you should be able to provide EXIN (or EXIN's auditor) with a set of login details to the course. During the audit, the auditor will check if there are instructions for navigation and technical support, and if the candidate can measure their own progress.

As with any classroom training, it is likely that a candidate needs extra guidance or has a question. To support the candidate, the online environment should give information on how to interact with a trainer and what the expected response time is in case of questions.

3 Accreditation

3.1 The Courseware is ready, what is the next step?

You have spent a lot of time working on the material and you are confident that the course is complete: Well done! If your organization is already an EXIN partner, the accreditation contact person of your company can request the accreditation and declare that the courseware is complete and compliant with the Preparation Guide. Don't forget that a trainer also needs to be accredited.

If you're not an EXIN Partner yet, please reach out to the EXIN Support Team to be guided on the next steps in the process.

Appendix

Appendix A – Example detailed Course Agenda

Time	Subject & Learning objectives	Educational method (course participants' and trainers' activities)	Reference to the related parts of the courseware to be used	Reference to the related part of the exam literature
DAY 1				
09.00 - 09.30	Introduction. Goal: getting to know the course program. Course participants getting to know each other and their background.	• Explain course program • Let course participants introduce themselves	• Slide 1 • Course agenda	• N/A
09.30- 10.15	Subject DEF. Goal: course participants must know the difference between X and Y; list the different components and their relation.	• Power Point presentation, 30 minutes • Exercise 1A in groups, 15 minutes	• Slides 2-12 • Course participant hand-out, exercise 1A	• Book 1, chapter 1
10.15- 10.30	Short break			
Etc.				

Contact EXIN

If you have any questions about this training development guide, do not hesitate to contact the EXIN Support Team through support@exin.com or +31 30 234 4880.