



BRITSAFE LEVEL 3

CERTIFICATE IN FUNDAMENTALS OF ADULT LEARNING AND INSTRUCTIONAL DESIGN – TRAIN THE TRAINER

110/5319/3



Introduction:

The Britsafe Level 3 Certificate in Fundamentals of Adult Learning and Instructional Design – Train the Trainer is a specialist qualification developed to equip aspiring and practicing trainers with the pedagogical knowledge and instructional design skills essential for delivering effective workplace education. This course integrates evidence-based adult learning principles with practical techniques for structuring, facilitating, and evaluating training sessions in high-risk and compliance-driven sectors. Learners will gain critical competencies in curriculum planning, interactive delivery, learner engagement, performance-based assessment, and alignment with regulatory and industry-specific training standards. This programme is ideal for supervisors, technical experts, safety professionals, and designated trainers responsible for internal training delivery or competency assurance. Whether preparing toolbox talks, safety inductions, or accredited qualification sessions, graduates of this course will be positioned as credible, effective facilitators of professional learning, capable of improving knowledge retention, workplace behavior, and organisational compliance outcomes.

Qualification Regulation and Support:

The Britsafe Level 3 Certificate in Fundamentals of Adult Learning and Instructional Design – Train the Trainer is a proprietary qualification, developed and awarded by Britsafe™ Qualifications UK Limited. It is supported through structured internal quality processes and aligned with Britsafe's national education assurance framework.

Key facts:

Qualification Number:	110/5319/3
Minimum Contact Hours:	20
Guided Learning Hours:	20
Credit Value:	2
Credential Status:	Certificate
Assessment Method:	Multiple-choice examination



Qualification Overview and Objective:

The Britsafe Level 3 Certificate in Fundamentals of Adult Learning and Instructional Design - Train The Trainer is designed for individuals responsible for training others. Participants acquire knowledge and skills related to adult learning principles, instructional design, and effective training facilitation. This qualification ensures competence in the train-the-trainer role, contributing to the development of effective and engaging training programs.

The objective of the qualification is to:

- Develop a foundational understanding of adult learning principles.
- Acquire knowledge of instructional design concepts.
- Learn effective strategies for facilitating adult learning.
- Gain proficiency in designing and delivering training programs.
- Demonstrate competence in training the trainer role.

Entry Requirements:

To register for this qualification, learners are required to meet the following entry requirements:

- Must be aged 16 and over
- Participants should have a basic understanding of the English language to effectively engage with course materials and assessments.
- This course is open to individuals of all backgrounds and experience levels who have an interest in workplace health and safety.

Geographical Coverage:

This qualification is suitable for delivery in England, Northern Ireland, Wales and can be offered internationally.

Delivery/Assessment Ratios:

To effectively deliver this qualification, centres are recommended not to exceed the ratio of 1 Qualified Tutor to 12 Learners in any one instance. If centres wish to increase the recommended ratio, they must first inform your dedicated Britsafe™ accounts manager before doing so.

Centre Requirements:

To effectively deliver this qualification, centres should have the following resources in place:

- Classroom with suitable seating and desks; and
- High-quality teaching and learning resources.

Guidance on Delivery:

The total qualification time (TQT) for this qualification is 20-hours and of this 20-hours is recommended as guided learning (GL). TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming Guided Learning Hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.



Guidance on Assessment:

This qualification is assessed through a multiple-choice question exam.

- Centre's must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.
- Centres must follow Britsafe™ Examination and Invigilation Procedures. Completed examination papers are to be returned to Britsafe™ for marking or If in case of online examination; records shall be updated on EMS portal accordingly.

Guidance on Quality Assurance:

Britsafe™ requires centres to have in place a robust mechanism for internal quality assurance. Britsafe™ will support centres by conducting ongoing engagements to ensure and verify the effective and efficient delivery, quality assurance and invigilation of the qualification.

Tutor Requirements:

Britsafe™ recommends nominated tutors for this qualification meet the following requirements:

- A relevant health and safety qualification at Level 3 or higher,
- Membership of a professional body (e.g., IOSH, IIRSM) is desirable.
- Hold a relevant subject area qualification/or be occupationally competent.
- Hold a recognized teaching/training qualification (or suitable equivalent).
- Level 3 Award in Education and Training (AET) or Train The Trainer.





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