PARTNERS IN KNOWLEDGE UK LTD
Suite No. 129
295 Chiswick High Road
LONDON W4 4HH

Competency-Based Training Program Design and Development

PIK878-0727 UK-LDN-2

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Place	: London	**Venue**	: INDUSTRIOUS (1 and 2, 245 Hammersmith Road Floors, London W6 8PW) - TBC		
Start Date	: 05-07-2027	**End Date**	: 16-07-2027	**PPP**	: £7500

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If you can't train them, you can't blame them!

Short Description:

Competency-Based Training (CBT) is an outcomes-driven approach that focuses on what learners are expected to do in real-world contexts rather than what content is simply delivered. This course equips training designers, instructional developers, HR professionals and educators with the knowledge and practical skills required to design, develop, implement and evaluate competency-based training programs aligned with organisational and occupational standards. Participants will explore how to conduct competency analysis, translate competencies into measurable learning outcomes and design structures learning pathways that ensure mastery. The course emphasises practical application through case-studies, group work and hand-on design activities, enabling participants to build a complete CBT framework from scratch. By the end of the program participants will be able to design competency frameworks, develop competency-based curricula, create assessment tools and implement quality assurance mechanisms that ensure training effectiveness and workforce readiness.

Course Overview:

COURSE OBJECTIVES

By the end of this training program, participants will be able to:

- Explain the principles and philosophy of Competency-Based Training (CBT).
- Conduct competency mapping and occupational analysis.
- Develop competency standards and performance criteria.
- Design competency-based curricula and learning modules.
- Create valid, reliable competency-based assessment tools.
- Align training programs with industry and organisational needs.
- Evaluate and continuously improve CBT programs.

TARGET AUDIENCE:

This training program is designed for:

- Training and Development Specialists.
- Human Resources Managers and Officers.
- Instructional Designers and Curriculum Developers.
- TVET (Technical and Vocational Education and Training) Practitioners.
- University Lecturers and Academic Program Designers.
- Organisational Development Consultants.
- Skills Development and Certification Body Staff.

Program Outline:

COURSE SCHEDULE:

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DAY 1 – Introduction to Competency-Based Training (CBT

- CBT principles and philosophy.
- Differences between CBT and traditional training.
- History and evolution of CBT systems.
- Benefits for organisations and learners.
- Overview of CBT lifecycle.

DAY 2 – Understanding Competency Frameworks

- Definition of competencies and competency clusters.
- Core, functional and behavioural competencies.
- Building competency frameworks.
- Industry standards and benchmarking.
- Structuring competency models.

DAY 3 – Job and Occupational Analysis

- Purpose of job analysis in CBT.
- Methods – DACUM, Functional Analysis, Task Analysis.
- Identifying duties and tasks.
- Translating job roles into competencies.
- Validating occupational data.

DAY 4 – Developing Competency Standards

- Elements of competency standards.
- Performance criteria and evidence requirements.
- Writing clear competency statements.
- Industry validation processes.
- Aligning standards with qualifications frameworks.

DAY 5 – Leaning Outcomes and Curriculum Mapping

- Converting competencies into learning outcomes.
- Bloom's taxonomy in CBT design.
- Curriculum mapping techniques.
- Sequencing learning modules.
- Ensuring alignment between outcomes and assessments.

DAY 6 - Industrial Design for CBT

- ADDIE model in CBT context.
- Modular training design principles.
- Blended learning strategies.
- Learner-centred design approaches.
- Developing facilitator guides.

DAY 7 – Development of Training Materials

- Writing learners guides and manuals.
- Designing instructional activities.
- Developing visual aids and simulations.
- Incorporating workplace learning tasks.
- Ensuring accessibility and inclusivity.

DAY 8 – Competency-Based Assessment Design

- Principles of assessment in CPT.
- Types: Formative, Summative, Diagnostic.
- Designing performance-based assessments.
- Developing rubrics and checklists.
- Ensuring validity, reliability and fairness.

DAY 9 – Implementation of CBT Programs

- Training delivery methods and facilitation skills.
- Workplace-based learning integration.
- Learner support systems.
- Monitoring training delivery quality.
- Managing resources and logistics.

DAY 10 – Evaluation and Continuous Improvement

- Kirkpatrick evaluation model in CBT.
- Measuring competency attainment.
- Feedback systems and quality assurance.
- Program review and revision cycles.
- Continuous improvement strategies.

CASE-STUDY:
Global Move Logistics – Developing a Competency-Based Training Program