CERTIFIED TRAINER SCHEME

OBJECTIVES

"Certified Trainer Scheme" provides a generally accepted level of standards for people involved in training and development practices, enable public ascertain competence of practitioners qualified as "Certified Trainers"(C.T.).

TARGETS

➢ Member of Institute of Training Professionals, involved in training and development, full- or part-time;

➢ Level 4 to start with, generally aiming at Training Officers, which constitute the core of trainers.

BENEFITS OF BEING A CERTIFIED TRAINER

➢ "C.T." qualification is **valid for 5 years**, which can be shown as "Certified Trainer (Level 4)" on biz cards and will have one's name enlisted in ITP's Certified Trainer List for public access

REQUIRED STANDARDS

All Six Core Competencies:
1. Instructional and presentation techniques;
2. Training methods;
3. Facilitation skills;
4. Technology for training and development;
5. Program design and development; and
6. Training reporting

Plus any 9 other training competencies (see attachment - "Trainer Competencies and ITP's Certified Trainer Scheme")

ASSESSMENT

Submission of application form, supporting documentation/evidence material and payment for assessment

PAYMENT

Cheque: Payable to "**Institute of Training Professionals**"

Bank-In: **Bank of East Asia** Account No.132-40-05224-0 and email us copy of the bank-in slip

FEE

Assessment Fee $1,200

ENQUIRIES:

Email: info@itp.org.hk

INSTITUTE OF TRAINING PROFESSIONALS 培 訓 專 業 學 會

c/o Unit 171A, G/F, Orchid House, 169-173 Sai Yeung Choi Street North, Mongkok, Kowloon

Website: www.itp.org.hk Email: info@itp.org.hk

APPLICATION FORM - CERTIFIED TRAINER SCHEME

PERSONAL PARTICULARS

Name (Dr/Mr./Ms)		Membership No.	
Email Address		Mobile Phone	

ASSESSMENT CRITERIA

Complete the following table for eligibility. Information provided will be kept confidential and only be used for application purpose.

TRANING & DEVELOPMENT Core Competencies		Evidence
Training Approach & Delivery	Instructional and presentation techniques	
	Training methods	
	Facilitation skills	
Training and Development Knowledge	Technology for training and development	
Training and Development in Organizations	Program design and development	
Management of Training Functions	Training reporting	
Any 9 from the balance Competencies		

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Signature (Full Name)   Dated