JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Audit-Ready Train the Trainer for Funded Courses Training

20 – 24 June 2027
Online

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Audit-Ready Train the Trainer for Funded Courses Training

Ref: 1002_37969 **Date:** 20 – 24 June 2027 **Location:** Online **Fees:** 1900 GBP

Audit-Ready Train the Trainer for Funded Courses is a 1-week training course for in-house trainers and training providers who deliver levy-funded or accredited courses, and it produces an audit-ready training file for one live course. Funding bodies and awarding organisations now sample evidence closely, and a missing signature or vague assessment record can lead to clawed-back funds. Jupiter Prime Training offers this course on audit-ready train the trainer practice for funded courses.

Why Audit-Ready Train the Trainer for Funded Courses Matters Now

Three pressures shape funded delivery today. Funders increasingly pay against evidence rather than enrolment, so every claimed learning hour needs a trail. Digital attendance and e-portfolio platforms create records quickly that still lack sign-offs. An organisation with orderly evidence keeps funding, passes quality visits calmly and protects its reputation; one with gaps faces repayment and suspended contracts. The course rests on ISO 10015 for competence management and people development, ISO 30422 for learning and development processes, the ADDIE instructional design model and the Kirkpatrick four-level evaluation model.

Who Gains Most from Audit-Ready Train the Trainer for Funded Courses

- Trainers responsible for planning and delivering sessions claimed against a funding contract
- Assessors who judge learner evidence and record assessment decisions
- Training coordinators who hold registers, learner files and enrolment paperwork
- Internal quality reviewers who sample files before an external visit
- Provider leads who answer for trainer competence records and evidence standards

Training providers and corporate academies gain most when a trainer, an assessor and a quality reviewer attend together and agree one evidence standard.

Audit-Ready Train the Trainer for Funded Courses Capabilities

Each session is treated as something that must later be proved.

- Design session plans with measurable objectives mapped to unit criteria — awarding organisation reviewers
- Build attendance and learning-hour evidence that reconciles with funding claims — finance and contract leads
- Apply assessment record conventions that show valid, authentic and sufficient evidence — external quality reviewers
- Specify trainer competency profiles with dated occupational and teaching evidence — provider leads
- Test a training file against a sampling checklist before submission — internal quality reviewers

- Communicate evidence gaps and corrective actions clearly — employers and funders

Key Audit-Ready Train the Trainer for Funded Courses Terms

- Session plan — a dated outline of objectives, activities, timings and assessment points for one training session.
- Evidence trail — the linked records showing a learner enrolled, attended, was assessed and achieved.
- Internal quality assurance — sampling of assessment decisions and files by a qualified colleague before external review.
- Assessment record — a signed note of what evidence was judged, against which criteria, with what decision.
- Trainer competency file — documents proving a trainer's subject expertise, teaching qualification and continuing development.
- Funding claim reconciliation — matching registers and learning hours against what was claimed from the funder.

Audit-Ready Train the Trainer for Funded Courses Day by Day

Day 1: Funded Delivery and the Evidence Mindset

- Funding Rules Mapping — Which Activities Count As Eligible Learning
- Learner Journey Evidence Map — Records Needed From Enrolment To Achievement
- ISO 10015 Competence Principles — How Providers Evidence People Development
- Common Audit Findings Review — Where Funded Files Usually Fail
- Roles and Sign-Off Matrix — Who Signs Each Record And When

Day 2: Session Design Built for Proof

- ADDIE Analysis Phase — Linking Objectives To Unit Criteria
- Lesson Plan Template Design — Timings, Methods And Assessment Checkpoints
- Differentiation Notes — Recording Adjustments For Individual Learner Needs
- Scheme of Work Sequencing — Spreading Guided Learning Hours Across Sessions
- Resource Version Control — Proving Which Materials Each Cohort Used

Day 3: Delivering and Recording Attendance

- Register Design and Signatures — Defending Claimed Learning Hours
- Blended and Online Attendance Logs — Evidencing Remote Participation
- Off-the-Job Hours Tracking — Reconciling Workplace Learning With Claims
- Absence and Withdrawal Records — Protecting Funding When Learners Leave
- Learner Progress Reviews — Documenting Agreed Targets With Employers

Day 4: Assessment Records and Quality Sampling

- Valid, Authentic, Sufficient Evidence Tests — Judging Assessment Decisions
- Assessment Feedback Writing — Records That Withstand External Scrutiny
- Internal Quality Assurance Sampling Plan — Choosing Files And Assessors
- Kirkpatrick Level Evidence — Showing Reaction, Learning And Behaviour Change
- Trainer Competency Profile — Occupational Currency And Continuing Development Logs

Day 5: Practising the Audit-Ready Training File

- Mock Audit Sampling — Applying Day 1 Evidence Map To Live Files
- Session Plan Peer Check — Testing Day 2 Templates Against Criteria
- Register and Claim Reconciliation — Applying Day 3 Attendance Records
- Corrective Action Log — Closing Gaps Found In Assessment Records
- Audit-Ready Training File — Assembling The Complete Evidenced Course Folder

Applying Audit-Ready Train the Trainer for Funded Courses After the Course

- Run a mock sampling exercise on five current learner files using the evidence map and log every gap with an owner.
- Rebuild one live course's session plans and registers to the new template and reconcile them against the latest funding claim.

Audit-Ready Train the Trainer for Funded Courses Questions FAQ

What is audit-ready train the trainer practice for funded courses, and why does it matter now?

It is the skill of designing and delivering training so every claimed hour and assessment can be proved. It matters now because funders pay against evidence, and weak records lead to repayment.

Which roles gain most from audit-ready train the trainer skills for funded courses?

Trainers, assessors, training coordinators and internal quality reviewers gain most. Shared standards between them close the gaps reviewers find.

How does audit-ready train the trainer for funded courses differ from a general train the trainer course?

It focuses on evidence rather than presentation style. A general course builds facilitation confidence; this one shows how plans, registers and assessment records must look to satisfy funders.

What do you bring back from audit-ready train the trainer for funded courses?

You bring back a training file for one live course, assembled and tested against a sampling checklist. Its templates are reusable by colleagues.

Audit-Ready Train the Trainer for Funded Courses: The Way Forward

The audit-ready training file is the starting point. Its first use is deciding which live courses need evidence repaired before the next funding claim. Trainers and quality reviewers use it during sampling. After the first external visit, revisit the sign-off matrix and the competency profiles, and check whether trainer and assessor duties still overlap.