

## PROGRAMME DESIGN STUDY

### How does an organisation get started with a Risktec programme?

Our approach to training is uniquely flexible, with varying levels of assessment and different delivery methods, as well as a choice of modules, scheduling and locations.

Where an organisation's requirements are relatively straightforward, an initial meeting with Risktec is usually sufficient to enable Risktec to submit a formal and priced **proposal** for further discussion.

Where requirements are more complex, Risktec can work with the organisation to undertake a **Programme Design Study** which involves a two-way discussion, helping us to understand your needs and allowing you to comment on the range of options available. This process enables us to then propose a tailored programme that meets all the needs of your organisation and the individuals involved.

Whatever your requirements, please email **Vicky Billingham** at [training@risktec.tuv.com](mailto:training@risktec.tuv.com) or telephone +44 1925 611200 to arrange a meeting.

### What are the advantages of a doing a Programme Design Study?

Risktec's underlying philosophy is to develop sustainable, tailored, practical programmes for client organisations that meet the expectations of the company and the participants.

The advantages of undertaking the Program Design Study include:

- Creating a clear plan for the programme, with accurate cost estimates and timings, as well as defined expectations, deliverables and logistical arrangements.
- Speeding up the overall programme by addressing all issues upfront.
- Designing a high quality and sustainable programme that can run for multiple intakes for many years to come.
- Ensuring that the investment in training is justified, targeted and measurable.

### What does the Programme Design Study involve?

The deliverables of the Programme Design Study include:

- The structure and detailed contents of the customised training and education programme.
- The management and administration arrangements for delivery of the programme.
- A plan setting out the programme development, delivery and management activities, together with the required time, cost and resources for the plan.

By undertaking the Programme Design Study we help to determine:

- The drivers for the programme.
- The number and location of participants, as well as their skills, qualifications and experience.
- Programme structure and module selection, as well as the requirement for any customisation of existing modules or development of new modules.
- The level of assessment, whether attendance only, Risktec professional qualification or formal postgraduate qualification.

- The type of delivery method, whether face-to-face (classroom), distance learning or a combination of both (blended learning).
- The level of programme documentation, including training materials (slides, handouts, background reading, books and assignments) and programme handbook (schedule, key contacts, support available, procedures).
- Selection of Risktec teachers and non-Risktec training providers where appropriate, e.g. in-house subject matter experts or external parties.
- Any other requirements for related regulatory, industry or technology-specific modules, or opportunities to gain industry experience, e.g. industry events, secondments and shadowing.
- The type and extent of feedback on performance to be provided for participants.
- Arrangements for participants to provide feedback on the modules and programme.
- The level of programme management required from Risktec and the organisation.
- Programme duration, module scheduling, and training start and finish times.
- Registration, induction, administration, coaching support and pastoral care of participants.
- Arrangements for senior manager introductions during the modules.

## How does an individual get started with a Risktec distance learning programme?

Simply email **Vicky Billingham** at [training@risktec.tuv.com](mailto:training@risktec.tuv.com) or telephone +44 1925 611200 to find out details of the next planned distance learning programmes.