

Aged Care Infection Prevention and Control Training Tool

For information on how to use this template, please refer to the eLearning module on the [Aged Care Learning Information Solution \(Alis\)](#): The Basics of Infection Prevention and Control: Train the Trainer module.

Training session template

Learning subject	A learning needs assessment will help trainers to identify the learning subjects where there is a need for improvement amongst the workforce. Once identified, these learning subjects can be prioritised for training
Learning objectives	Learning objectives ensure training sessions have a clear focus and sets expectations for assessing staff knowledge.
Resources	Training resources are the different tools and equipment used in various training activities and sessions.
Activities	Activities should be engaging, align with the learning objectives, and any assessment that will be undertaken. Activities should provide aged care workers with opportunities to develop relevant skills and knowledge in the subject area.
Content	When developing the content for a training session, it is important to consider who you are training, what their existing knowledge is and what they need to know to complete their job successfully and safely.
Assessment of learning	Using a post-training assessment can be useful to reinforce the information and skills that have been taught. Consider the most appropriate method of assessment, whether it be individual or group training and what type of format your assessment will be. For example, an assessment could be a post-training test or quiz, formal competency or one to one/group discussion.
Expected duration of training	It is important to practice good time management so that training sessions do not run over time. When estimating the duration of a training session, always allow for extra time.

This tool is designed to be used as a guide for developing and recording a training session, using the resources from Alis eLearning module The Basics of Infection Prevention and Control: Train the Trainer module and your own experience.

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Recording attendance template

Learning subject		
Trainer/assessor		
Date of training session		
Location of training		
Duration of training		
Attendees	Name/employee number	Pass/fail (if required)

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