



# Learning and Development

## Certificate Awards

Candidates are required to complete all Mandatory Units for each Award.

Document detail:

- Certificate in Initial Assessment and Support of Learners \*
- Certificate in Review and Assessment of Learning
- Certificate in Basic Skills Development in the Workplace
- Certificate in Basic Skills Support in the Workplace
- Certificate in Mentoring in the Workplace
- Certificate in Coaching Learners in the Workplace
- Certificate in Training and Presenting in the Workplace
- Certificate in Skills Training in the Workplace
- Certificate in Workplace Learning

Who is the Qualification for:

The Learning and Development Certificate Awards contain clusters of units from the Learning and Development suite of qualifications.

These qualifications may be suitable for you if you have one of the following job roles:

- Training Instructor
- Training Manager
- NVQ/SVQ Assessor

\* - also contains Optional Units

## Certificate in Initial Assessment and Support of Learners

Last Registration Date 31<sup>st</sup> December 2010

Last Certification Date 31<sup>st</sup> December 2013

Total Number of Units Required: 4

### Mandatory Units

- G3 Evaluate and Develop Own Practice
- L3 Identify Individual Learning Aims and Programmes
- L5 Agree Learning Programmes with Learners

### Optional Units - One from:

- L14 Support Learners by Mentoring in the Workplace
- L15 Support and Advise Individual Learners
- L16 Monitor and Review Progress with Learners

## Certificate in Review and Assessment of Learning

Last Registration Date 31<sup>st</sup> December 2010

Last Certification Date 31<sup>st</sup> December 2013

### Mandatory Units

- A1 Assess Candidates Using a Range of Methods
- G3 Evaluate and Develop Own Practice
- L16 Monitor and Review Progress with Learners

## Certificate in Basic Skills Development in the Workplace

Last Registration Date 31<sup>st</sup> December 2010

Last Certification Date 31<sup>st</sup> December 2013

### Mandatory Units

- G3 Evaluate and Develop Own Practice
- L21 Plan How to Provide Basic Skills in the Workplace
- L22 Introduce Training for Basic Skills in the Workplace

## Certificate in Basic Skills Support in the Workplace

Last Registration Date 31<sup>st</sup> December 2010

Last Certification Date 31<sup>st</sup> December 2013

### Mandatory Units

- G3 Evaluate and Develop Own Practice
- L23 Support how Basic Skills are Delivered in the Workplace
- L24 Support People Learning Basic Skills in the Workplace

### Certificate in Mentoring in the Workplace

Last Registration Date 31<sup>st</sup> December 2010

Last Certification Date 31<sup>st</sup> December 2013

#### Mandatory Units

- G3 Evaluate and Develop Own Practice
- L14 Support Learners by Mentoring in the Workplace
- L15 Support and Advise Individual Learners
- L16 Monitor and Review Progress with Learners

### Certificate in Coaching Learners in the Workplace

Last Registration Date 31<sup>st</sup> December 2010

Last Certification Date 31<sup>st</sup> December 2013

#### Mandatory Units

- G3 Evaluate and Develop Own Practice
- L12 Enable Individual Learning through Coaching
- L15 Support and Advise Individual Learners
- L16 Monitor and Review Progress with Learners

### Certificate in Training and Presenting in the Workplace

Last Registration Date 31<sup>st</sup> December 2010

Last Certification Date 31<sup>st</sup> December 2013

#### Mandatory Units

- G3 Evaluate and Develop Own Practice
- L4 Design Learning Programmes
- L6 Develop Training Sessions
- L13 Enable Group Learning

### Certificate in Skills Training in the Workplace

Last Registration Date 31<sup>st</sup> December 2010

Last Certification Date 31<sup>st</sup> December 2013

#### Mandatory Units

- G3 Evaluate and Develop Own Practice
- L4 Design Learning Programmes
- L6 Develop Training Sessions
- L11 Enable Learning through Demonstrations and Instruction

### Certificate in Workplace Learning

Last Registration Date 31<sup>st</sup> December 2010

Last Certification Date 31<sup>st</sup> December 2013

#### Mandatory Units

- G3 Evaluate and Develop Own Practice
- L9 Create a Climate that Promotes Learning
- L11 Enable Learning through Demonstrations and Instruction
- L20 Support Competence Achieved in the Workplace