



Learning and Development

Qualification Structure

Candidates are required to complete Mandatory Units and then have a choice of Optional Units.

Document detail:

Learning and Development	Level 3	NVQ
Direct Training and Support	Level 3	NVQ
Learning and Development	Level 4	NVQ
Co-ordination of Learning and Development Provision	Level 4	NVQ
Management of Learning and Development Provision	Level 4	NVQ

Who is the Qualification for:

These qualifications are designed for those whose job involves any of the following: identifying and agreeing learning aims and programmes with individuals; developing training sessions; reviewing progress with and supporting learners; delivering and/or developing learning and development programmes.

The Level 4 qualifications are suitable for those involved in the Co-ordination or Management of Learning and Development Provision within their organisations. This may include: identifying organisation wide learning and development needs; managing or co-ordinating the contributions of others to the learning process; along with the evaluation and improvement of learning and development programmes.

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

- Training Instructor
- Training Manager
- NVQ/SVQ Assessor

Learning and Development	Level 3 100/5017/6 (NVQ)	Direct Training and Support	Level 3 100/5018/8 (NVQ)
Last Registration Date	31 st March 2011	Last Registration Date	31 st March 2011
Last Certification Date	31 st March 2014	Last Certification Date	31 st March 2014
Total Number of Units Required:	11	Total Number of Units Required:	9
Mandatory Units		Mandatory Units	
G3	Evaluate and Develop Own Practice	G3	Evaluate and Develop Own Practice
L3	Identify Individual Learning Aims and Programmes	L3	Identify Individual Learning Aims and Programmes
L5	Agree Learning Programmes with Learners	L5	Agree Learning Programmes with Learners
L6	Develop Training Sessions	L6	Develop Training Sessions
L9	Create a Climate that Promotes Learning	L9	Create a Climate that Promotes Learning
L16	Monitor and Review Progress with Learners	L16	Monitor and Review Progress with Learners
L18	Respond to Changes in Learning and Development		
Optional Units		Optional Units	
<i>4 units are required where 2 must be from Option A plus 2 further units from Option B, candidates are not allowed to taken units A1 and A2 together:</i>		<i>3 units are required where 2 must be from Option A plus 1 further unit from Option B:</i>	
<u>Option A</u>		<u>Option A</u>	
L10	Enable Learning through Presentations	L10	Enable Learning through Presentations
L11	Enable Learning through Demonstrations and Instruction	L11	Enable Learning through Demonstrations and Instruction
L12	Enable Individual Learning through Coaching	L12	Enable Individual Learning through Coaching
L13	Enable Group Learning	L13	Enable Group Learning
<u>Option B</u>		<u>Option B</u>	
L4	Design Learning Programmes	A1	Assess Candidates Using a Range of Methods
L7	Prepare and Develop Resources to Support Learning	D	Review Health and Safety Procedures in Workplaces
L14	Support Learners by Mentoring in the Workplace	L14	Support Learners by Mentoring in the Workplace
L15	Support and Advise Individual Learners	L15	Support and Advise Individual Learners
L20	Support Competence Achieved in the Workplace	L20	Support Competence Achieved in the Workplace
L23	Support how Basic Skills are Delivered in the Workplace		
L24	Support People Learning Basic Skills in the Workplace		
A1	Assess Candidates Using a Range of Methods		
A2	Assess Candidates' Performance through Observation		

Learning and Development	Level 4 100/5015/2 (NVQ)	Co-ordination of Learning and Development Provision	Level 4 100/5014/0 (NVQ)
Last Registration Date	31 st March 2011	Last Registration Date	31 st December 2010
Last Certification Date	31 st March 2014	Last Certification Date	31 st December 2013
Total Number of Units Required:	12	Total Number of Units Required:	7
Mandatory Units		Mandatory Units	
G2	Contribute to the Development of Learning within the Organisation	G3	Evaluate and Develop Own Practice
G3	Evaluate and Develop Own Practice	L3	Identify Individual Learning Aims and Programmes
L4	Design Learning Programmes	L4	Design Learning Programmes
L5	Agree Learning Programmes with Learners	L5	Agree Learning Programmes with Learners
L8	Manage the Contribution of Other People to the Learning Process	L8	Manage the Contribution of Other People to the Learning Process
L9	Create a Climate that Promotes Learning	L17	Evaluate and Improve Learning and Development Programmes
L17	Evaluate and Improve Learning and Development Programmes		
Plus either:			
L2	Identify the Learning and Development Needs of the Organisation		
Or			
L3	Identify Individual Learning Aims and Programmes		
Optional Units		Optional Units	
<i>4 units are required:</i>		<i>1 unit is required:</i>	
L7	Prepare and Develop Resources to Support Learning	D	Review Health and Safety Procedures in Workplaces
L13	Enable Group Learning	L2	Identify the Learning and Development Needs of the Organisation
L14	Support Learners by Mentoring in the Workplace	L7	Prepare and Develop Resources to Support Learning
L15	Support and Advise Individual Learners	L9	Create a Climate that Promotes Learning
L16	Monitor and Review Progress with Learners	L15	Support and Advise Individual Learners
L18	Respond to Changes in Learning and Development	L16	Monitor and Review Progress with Learners
L19	Provide Learning and Development in International Settings	V1	Conduct Internal Quality Assurance of the Assessment Process
L21	Plan How to Provide Basic Skills in the Workplace		
L22	Introduce Training for Basic Skills in the Workplace		
A1	Assess Candidates Using a Range of Methods		
A2	Assess Candidates' Performance through Observation		
V1	Conduct Internal Quality Assurance of the Assessment Process		

Management of Learning and Development Provision	Level 4 100/5016/4 (NVQ)
Last Registration Date	31 st December 2010
Last Certification Date	31 st December 2013

Total Number of Units Required: 8

Mandatory Units

C13	Manage the Performance of Teams and Individuals
G3	Evaluate and Develop Own Practice
L1	Develop a Strategy and Plan for Learning and Development
L2	Identify the Learning and Development Needs of the Organisation
L17	Evaluate and Improve Learning and Development Programmes
P2	Develop a Strategy and Plan to Provide all People Resources for the Organisation

Optional Units

2 units are required:

B3	Manage the Use of Financial Resources
D	Review Health and Safety Procedures in Workplaces
L3	Identify Individual Learning Aims and Programmes
L4	Design Learning Programmes
L7	Prepare and Develop Resources to Support Learning
L8	Manage the Contribution of Other People to the Learning Process
V1	Conduct Internal Quality Assurance of the Assessment Process