

Section D: Learning & Development

NVQ Level 3 Learning & Development

Qualification
Level 3

Awarding Body
OCR

Programme Overview

This qualification aims to assess a candidate's ability to provide the support and assessment needed by learners to identify and achieve personal learning goals, including the development and delivery of learning programmes.

Programme Structure

To complete this qualification, candidates will need to complete eleven units – seven mandatory and four optional units.

They will learn to identify individual learning aims and programmes; agree programmes with learners; develop training sessions; create a climate that promotes learning; monitor and review progress with learners; respond to changes in learning and development and evaluate and develop own practice. They will also be able to choose from a number of units, including:

Group A:

Enable learning through presentations
Enable learning through demonstrations and instruction
Enable individual learning through coaching
Enable group learning

Group B:

Design learning programmes
Prepare and develop resources to support learning
Support learners by mentoring in the workplace
Support and advise individual learners
Support competence achieved in the workplace
Support how basic skills are delivered in the workplace
Support people learning basic skills in the workplace
Assess candidates using a range of methods
Assess candidates' performance through observation

NB: Units A1, A2 and L20 are optional units in the NVQ Level 3 Learning & Development. These units are also available as stand-alone qualifications.

The commitment involved in gaining this NVQ will equate to attending up to 8 workshops and/or engaging in professional discussion with an assessor. It is also recommended that a candidate spends at least 2-3 hours every other week producing work/evidence outside this workshop time.

Target Group

The Level 3 qualification is designed to reflect the work of those who provide support to learners and directly design and deliver training programmes. It is likely that the candidate's role (or part of their role) will be one of trainer, instructor, coach or mentor. On completion of this qualification candidates can progress onto the Level 4 Learning & Development.

Entry Requirements

This qualification is suitable for candidates whose job role involves **all** of the following:

- Providing support to and assessing learners;
- Helping individuals identify and achieve personal learning goals;
- Developing and delivering learning programmes.

Quality training
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Section D: Learning & Development

NVQ Level 4 Learning & Development

Qualification
Level 4

Awarding Body
OCR

Programme Overview

The aim of the Level 4 qualification is to assess a candidate's ability to manage and implement the learning and development function.

Programme Structure

To achieve the Level 4 qualification, a candidate must complete twelve units - eight mandatory and four optional units.

By the end of the course an individual will be able to design learning programmes; agree learning programmes with learners; manage the contribution of others in the learning process; create a climate that promotes learning; evaluate and improve learning and development programmes; contribute to the development of learning within an organisation; evaluate and develop own practice and either identify the learning and development needs of an organisation or identify individual aims and programmes.

NB: Units A1, A2, L20 and V1 are optional units in the NVQ Level 4 Learning & Development. These units are also available as stand-alone qualifications.

Target Group

The Level 4 NVQ is suitable for candidates who have direct contact with learners and work with them in the learning environment. They will be designing, evaluating and improving learning programmes, managing the contributions of others and contributing to learning within an organisation.

This qualification is widely recognised by employers and is designed for those who wish to develop knowledge and skills in the area of learning and development.

Entry Requirements

An individual's situation must give them the opportunity to be involved in a range of learning support, facilitation, design, evaluative and management-related tasks, which may include:

- Working with individuals to identify their learning aims and agree learning programmes;
- Designing and developing learning programmes;
- Preparing resources to support learning;
- Managing the contribution of other people within the learning process;
- Carrying out presentations, demonstrations, instruction and coaching;
- Evaluating and improving programmes;
- Supporting and advising individual learners;
- Candidate assessment;
- Providing basic skills training.

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