LSILADD01
Identify collective learning and development needs

Overview

This standard is about carrying out a training and learning needs analysis for teams, groups, departments or organisations.

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Performance criteria

You must be able to:

P1   gain the support and commitment of key stakeholders

P2   identify the aims of the analysis, the information required, and efficient means of data collection

P3   collect sufficient information relevant to the learners and their context to identify learning and development needs

P4   prioritise learning and development needs, indicating the focus and volume of learning required

P5   communicate findings and recommendations to decision makers in ways that will aid their understanding

P6   negotiate any adjustments to findings and recommendations with decision makers

P7   maintain confidentiality agreements

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Knowledge and understanding

You need to know and understand:

K1   the principles that underpin learning needs analysis for teams, groups or organisations

K2   the contribution that learning and development can make to helping teams, groups and organisations achieve their goals and objectives

K3   the types of stakeholders involved in an analysis of collective learning needs and why their support and commitment are important

K4   the types of qualitative and quantitative information required to undertake an analysis of collective learning needs

K5   the importance of collecting and analysing relevant information including:
- K5.1   learners' collective goals and objectives
- K5.2   the impact of change on roles and ways of doing things
- K5.3   the requirements for skills, knowledge, attitudes and competence
- K5.4   learners existing capabilities and potential
- K5.5   attitudes to learning

K6   sources of information, and efficient data collection methods, including the use of technology

K7   how to analyse qualitative and quantitative data to identify collective learning needs

K8   issues related to equality and diversity that may affect data collection and collective learning needs analysis

K9   issues related to technology and changing work practices that impact on collective learning needs

K10   the issues to consider when prioritising collective learning needs

K11   how to identify the focus and volume of learning required and the timescales required for implementation

K12   who may be involved in making decisions about findings and recommendations

K13   effective methods of communicating findings and recommendations to decision makers

K14   why a practitioner should use their professional experience and expertise to negotiate with decision makers on findings and recommendations

K15   why confidentiality is important when identifying collective learning needs and how to maintain the confidentiality of data, findings and recommendations

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Additional Information

Please visit the website link to access the NOS suite including the Introduction, which contains valuable context and background information for this suite of NOS.

http://webarchive.nationalarchives.gov.uk/20110414152025/http://www.lluk.org/standards-and-qualifications/standards/learning-and-development-national-occupational-standards/

Glossary

Collective learning needs
The learning needs that a group of learners have in common. Groups in this context could be, for example, whole organisations or teams within organisations

Focus of learning
What it is that needs to be learnt, for example, customer service, managing people or how to use new equipment

Stakeholders
All those who have an interest in the training/learning needs analysis, for example, managers, Human Resource staff, learners themselves

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