

LSILADD04

Plan and prepare specific learning and development opportunities



Overview

This standard is about planning and preparing specific/individual learning and development opportunities, for example formal training sessions or informal experiences such as periods in the workplace. It applies to planning for individuals as well as planning for groups.

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Performance criteria

- You must be able to:*
- P1 identify the purpose and outcomes of specific learning and development opportunities in relation to agreed goals
 - P2 communicate aims and objectives to learners
 - P3 identify how specific learning and development opportunities will be delivered and/or facilitated and managed
 - P4 identify the resources needed to deliver and/or facilitate specific learning and development opportunities
 - P5 identify how learning and development opportunities will be monitored and evaluated
 - P6 ensure preparations and arrangements for delivery and /or facilitation, management and evaluation are carried out in sufficient time
 - P7 ensure plans are appropriate to identified learning needs and meet organisational and legal requirements

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Knowledge and understanding

You need to know and understand:

- K1 the importance of having clear outcomes for specific learning and development opportunities
- K2 different methods of communicating aims and objectives to learners
- K3 options for delivering and / or facilitating different types of learning and development opportunities
- K4 factors to consider in selecting suitable delivery and facilitation methods
- K5 the range of planning considerations relevant to ensuring that equality, diversity and where relevant, bilingualism needs are met
- K6 factors that need to be considered in the management of different learning and development opportunities and how to deal with these factors
- K7 the resources, including technology, available to support delivery and / or facilitation and management of learning and development opportunities
- K8 the advantages and disadvantages of different types of resources in meeting learner needs
- K9 the types of preparations that need to be undertaken for different learning opportunities and why each of these is important
- K10 how to carry out a risk assessment in relation to planning for specific learning and development opportunities, and the contingencies which should be put in place in response to risk assessments
- K11 the operational requirements that should be considered in planning specific learning and development opportunities, including organisational, health and safety, budgetary and legislative guidelines

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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

Delivery methods

Any method that supports learning and development, for example, presentations, instructions, demonstrations, opportunities to apply knowledge and practise skills, experiential learning, group and individual projects and research

Learning and development opportunities

Any event that assists the acquisition of skills and knowledge. This includes formal sessions as well as experiences such as visits, time spent in the workplace, personal research etc.

Outcomes

These could be outcomes for the group as a whole – for example enabling team effectiveness – and/or outcomes for the individuals who make up the group – for example individual skill acquisition

Resources

This covers any physical or human resource that supports the learning and development process and could include technical equipment, IT-based learning, handouts, workbooks, people – for example outside speakers – and visits to places of interest

Risk assessments

This could be a formal and written risk assessment but could be informal and dynamic – monitoring and controlling risk on an ongoing basis. Risk includes health and safety but may also cover e.g. finance, availability of resources etc.

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