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**Overview**

This standard is about

- 1 identifying learning activities for the team
- 2 encouraging the team, the people you are responsible for, to be accountable for their own learning
- 3 providing opportunities to address learning needs

# COSVR714 - SQA Unit Code F3DH 04

## Enable learning opportunities

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### Performance criteria

*You must be able to:*

- P1 promote the benefits of learning by giving fair, regular and useful feedback on work performance
- P2 work with the team to identify and prioritise learning needs and identify and obtain information on a range of possible learning activities
- P3 discuss development needs with team members
- P4 support team members in undertaking learning activities by making efforts to remove any obstacles to learning
- P5 evaluate the learning activity undertaken with team members to ensure the desired outcomes have been achieved
- P6 update development plans with team members

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Promote the benefits of learning

- K1 how to promote the benefits of learning
- K2 how to give fair, regular and useful **feedback**

#### Performance Criteria 2

##### Identify learning needs

*You need to know and understand:*

- K3 how to work with your team to identify and prioritise learning needs
- K4 how to obtain information on ranges of **learning activities**

#### Performance Criteria 3

##### Development, learning plans and learning activities

*You need to know and understand:*

- K5 how to discuss and agree **development needs** with team members

#### Performance Criteria 4

##### Support team members

*You need to know and understand:*

- K6 how to support team members in undertaking **learning activities**
- K7 how to identify and remove obstacles to learning

#### Performance Criteria 5

##### Evaluate the learning activities

*You need to know and understand:*

- K8 how to evaluate with team members **learning activities** undertaken
- K9 how to ensure desired outcomes from **learning activities** have been achieved

#### Performance Criteria 5

##### Update learning plans

*You need to know and understand:*

- K10 how to update team member's **development needs**

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### Additional Information

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#### Scope/range related to performance criteria

##### **Performance Criteria 1**

- 1 records of feedback given, promoting the benefits of learning

##### **Performance Criteria 2**

- 2 records of learning needs identified, and information obtained, for at least two of the following learning activities
  - 2.1 formal
  - 2.2 informal
  - 2.3 coached
  - 2.4 mentored
  - 2.5 vocationally qualifying
  - 2.6 continuous professional development
  - 2.7 professional membership

##### **Performance Criteria 3**

- 3 development needs for team members comprising of the following
  - 3.1 current skills and knowledge
  - 3.2 learning activities undertaken
  - 3.3 learning objectives to be achieved
  - 3.4 resource requirements for development
  - 3.5 timescales

##### **Performance Criteria 4**

- 4 records of support provided to team members
- 5 records of identified obstacles to learning and actions taken to remove them

##### **Performance Criteria 5**

- 6 records of evaluations of the learning activity after completion by team members

##### **Performance Criteria 6**

- 7 records of development plans updated with team members

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### Scope/range related to knowledge and understanding

#### Development needs

- 1 current skills and knowledge
- 2 learning activities undertaken
- 3 learning objectives to be achieved
- 4 resource requirements for development
- 5 timescales

#### Feedback

- 6 formal appraisal
- 7 interim appraisal
- 8 verbal report
- 9 written report
- 10 reference
- 11 report

#### Learning activities

- 12 formal
- 13 informal
- 14 coached
- 15 mentored
- 16 vocationally qualifying
- 17 continuous professional development
- 18 professional membership

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## Enable learning opportunities

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