

# LSILADD06 - SQA Unit Code FD34 04

## Manage learning and development in groups



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### Overview

This standard is about using a range of methods to enable group members to learn and develop in a safe and supportive learning environment.

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#### Performance criteria

- You must be able to:*
- P1 manage a group environment in which individuals feel valued, supported, confident and able to learn
  - P2 communicate with learners in a way that meets individual and group needs
  - P3 make learners aware of the outcomes they are expected to achieve and how the planned activities will support these
  - P4 use a range of delivery methods, activities and resources to meet the needs of all group members, as appropriate to planned outcomes
  - P5 balance and adjust delivery to meet individual needs while achieving planned group outcomes and agreements
  - P6 monitor learner response and use appropriate strategies to motivate learners individually and collectively
  - P7 encourage effective communication within the group
  - P8 maintain the health and safety of learners, self and other people

#### Knowledge and understanding

*You need to know and understand:*

- K1 the learners needs, requirements and planned outcomes relevant to their own areas of work
- K2 the types of learning resources available, including those that are technology enhanced, that can support learning and development in groups
- K3 the factors to consider when selecting and using learning and development resources to facilitate learning and development in groups
- K4 the characteristics of a group environment that foster learning and development for all those involved
- K5 different techniques to manage group dynamics
- K6 aspects of equality, diversity and, where relevant, bilingualism, that need to be addressed when facilitating learning and development in groups
- K7 different ways of encouraging behaviour and values that foster mutual respect and support the learning and development process
- K8 the importance of own communication skills and different ways to communicate effectively with groups, and individuals within groups
- K9 the range of delivery methods appropriate to learning in groups
- K10 how to co-ordinate learning and development activities to meet individual and group needs
- K11 the types of motivational strategies that would support group and individual learning and how to select these according to identified needs
- K12 techniques that can be used to monitor learner response
- K13 different ways of adapting delivery according to learner response whilst still achieving planned outcomes and agreements
- K14 how to assess and manage risk in own area of work whilst facilitating learning and development in groups

### 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

#### **Environment**

This includes the physical environment in which learning and development takes place but also covers group dynamics and behaviour

#### **Health and safety**

This includes physical health and safety as well as emotional well-being

#### **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

#### **Requirements**

These could be the requirements of the practitioner's own organisation or those of an external organisation, such as funding body or awarding organisation

#### **Resources**

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

#### **Risk**

This refers to any risk to the effective facilitation of the group. Risks may be to individual learners, to the group as a whole or to those facilitating. This includes health and safety risks but may also include, for example, the risk of delivery methods not being appropriate.

#### **Other people**

This refers to others who may be involved in, or affected by, the learning activities, for example, staff members, volunteers, assistants or people in the same

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