

LSILADD02 (SQA Unit Code - FD3P 04)

Identify individuals' learning and development needs



Overview

This standard is about carrying out a training and learning needs analysis for individual learners.

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Performance criteria

You must be able to:

- P1 identify the learner's objectives, motivation to learn and any requirements relevant to the learning needs analysis
- P2 review the learner's achievements, evaluating these against relevant objectives and requirements
- P3 use safe, reliable and valid methods to assess the learner's capabilities and potential
- P4 analyse the learner's capabilities and potential in the context of their objectives and other requirements
- P5 agree and prioritise the learner's learning needs
- P6 support learners in identifying their own preferred ways of learning
- P7 give the learner constructive and realistic feedback on their expectations and possible learning and development opportunities
- P8 maintain agreements about confidentiality

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Knowledge and understanding

You need to know and understand:

- K1 the principles that underpin learning needs analysis for individual learners
- K2 why it is important to identify a learner's objectives and motivation to learn when analysing their learning needs
- K3 other requirements from organisations or external agencies that may affect a learning needs analysis
- K4 methods of reviewing a learner's formal and informal achievements
- K5 methods of giving recognition for prior learning and achievement
- K6 methods, which include the appropriate use of technology, to carry out an initial assessment of capability and potential
- K7 how to select initial assessment methods which are safe, reliable and valid for the learner and their objectives
- K8 how to assess and manage risk when carrying out initial assessments
- K9 issues related to equality and diversity that may affect an individual learning needs analysis and how to address these
- K10 who to make agreements with and the issues to consider when prioritising an individual's learning needs
- K11 the communication and personal skills that practitioners need when identifying individuals' learning needs
- K12 preferred ways of learning and how these may affect choices about possible learning and development opportunities
- K13 different methods of supporting learners to identify their preferred ways of learning, and how to use this information to support their learning
- K14 different methods of providing feedback to a learner on the outcomes of the learning needs analysis, and the advantages and disadvantages of these methods
- K15 why confidentiality is important when identifying learning needs and what information to safeguard

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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

Assess and manage risk

This could be a formal and written risk assessment but could be informal and dynamic – monitoring and controlling risk on an ongoing basis

Learner achievements

These could be formal e.g. examination grades or informal e.g. periods of work experience and skills and knowledge gained through these

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

Risk

This includes health and safety risks but may also include, for example, the risk of initial assessment methods not being accurate or evidence of past achievement not being authentic.

Safe

This includes physical safety as well as emotional well-being

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