

## **H5TP 04 (LSILAD D06) — Manage Learning and Development in Groups**

### **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.

## **Additional Information**

### **Scope/range related to Performance Criteria**

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 wellbeing.

#### **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.

## Performance Criteria — What you do in your job

You must provide evidence to meet all the 8 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

	<b>Performance Criteria</b>	<b>Evidence Number where this criteria has been met</b>
1	Manage a group environment in which individuals feel valued, supported, confident and able to learn.	
2	Communicate with learners in a way that meets individual and group needs.	
3	Make learners aware of the outcomes they are expected to achieve and how the planned activities will support these.	
4	Use a range of delivery methods, activities and resources to meet the needs of all group members, as appropriate to planned outcomes.	
5	Balance and adjust delivery to meet individual needs while achieving planned group outcomes and agreements.	
6	Monitor learner response and use appropriate strategies to motivate learners individually and collectively.	
7	Encourage effective communication within the group.	
8	Maintain the health and safety of learners, self and other people.	

## Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 14 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number' box after each point.

	<b>Knowledge and Understanding</b> <i>You need to know and understand:</i>	<b>Evidence Number</b> <b>where this knowledge point has been met</b>
1	The learners needs, requirements and planned outcomes relevant to their own areas of work.	
2	The types of learning resources available, including those that are technology enhanced, that can support learning and development in groups.	
3	The factors to consider when selecting and using learning and development resources to facilitate learning and development in groups.	
4	The characteristics of a group environment that foster learning and development for all those involved.	
5	Different techniques to manage group dynamics.	
6	Aspects of equality, diversity and, where relevant, bilingualism, that need to be addressed when facilitating learning and development in groups.	
7	Different ways of encouraging behaviour and values that foster mutual respect and support the learning and development process.	
8	The importance of own communication skills and different ways to communicate effectively with groups, and individuals within groups.	
9	The range of delivery methods appropriate to learning in groups.	

	<b>Knowledge and Understanding</b> <i>You need to know and understand:</i>	<b>Evidence Number where this knowledge point has been met</b>
10	How to co-ordinate learning and development activities to meet individual and group needs.	
11	The types of motivational strategies that would support group and individual learning and how to select these according to identified needs.	
12	Techniques that can be used to monitor learner response.	
13	Different ways of adapting delivery according to learner response whilst still achieving planned outcomes and agreements.	
14	How to assess and manage risk in own area of work whilst facilitating learning and development in groups.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

**Unit assessed as being complete**

<b>Candidate's name</b>	
<b>Candidate's signature</b>	
<b>Date submitted to Assessor as complete</b>	

<b>Assessor's name</b>	
<b>Assessor's signature</b>	
<b>Date assessed complete</b>	

**Internal Verification**

To be completed in accordance with centre's internal verifier (IV) strategy.

<b>Evidence for this Unit was sampled on the following date/s</b>	<b>Internal verifier's signature</b>	<b>Internal verifier's name</b>

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

<b>Date of admin check</b>	<b>Internal verifier's signature</b>	<b>Internal verifier's name</b>

**Unit completion confirmed**

<b>Internal verifier's name</b>	
<b>Internal verifier's signature</b>	
<b>Date completed</b>	