

## 3014 Facilitate individual learning and development

**SQA Unit Code**

**H65D 04**

**Level 4**

**SCQF Level 8**

**Credit value 11**

### Unit Summary

This unit is about using a range of methods to enable individuals to acquire or improve skills and knowledge and practise their application in context. It also covers providing feedback to learners and encouraging them to reflect on and improve what they do.

This unit could be achieved as part of a coaching and/or mentoring relationship.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You must be able to:	You need to show: Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b>
<p>1. Facilitate individual learning and development</p> <p>This means you:</p> <p>Establish and maintain a professional relationship with the learner that supports individual learning and reflection</p> <p>Explore and agree the learner's objectives, learning needs and goals</p> <p>Agree a plan of learning, application and reflection</p> <p>Use a range of methods and resources to help the learner acquire/develop the skills and knowledge they need</p> <p>Support the learner in applying their learning in context</p> <p>Provide constructive and motivational feedback to improve the learner's application of learning</p> <p>Assist the learner to reflect on their practice and experience</p>	<p>Evidence of facilitating individual learning and development as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

Adapt learning, application and reflection to meet further needs

Maintain the health and safety of the learner, self and other people

Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.

You need to know and understand:

1. The principles, uses and value of learning and development on an individual basis
2. The characteristics of a relationship that supports individual learning, application and reflection
3. Aspects of equality and diversity that need to be addressed when facilitating individual learning and development
4. The importance of reflective practice in individual learning and development
5. Key factors to consider when setting and agreeing goals with individual learners
6. The range of delivery methods appropriate to individual learning
7. The range of resources, including support from others, that are available to support individual learning
8. How technology can enhance resources and delivery methods for individual learning
9. The range of techniques that can be used to encourage reflective practice by the learner
10. How to support different types of learners in applying new or enhanced learning in context
11. The types of barriers that learners encounter and how to develop strategies to overcome these
12. How to adapt learning plans in response to learner progress and reflection whilst still focusing on learner needs and desired outcomes
13. How to assess and manage risk in own area of work whilst facilitating learning and development for individuals

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;
- evidence from company systems (e.g. Food Safety Management System)
- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written