
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

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Enable learning opportunities

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

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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