Higher National Unit Specification

General information for centres

Unit title: Learning and Development: Evaluating Learning

Unit code: DN3D 34

Unit purpose: This Unit is designed to equip candidates with the skills and knowledge necessary to undertake an evaluation of a training programme. It will provide them with the underpinning knowledge necessary for devising evaluation materials, gathering data and making recommendations for improvements to the programme. It will also provide them with the opportunity to carry out an evaluation exercise.

On completion of the Unit the candidate should be able to:

1.   Produce an evaluation plan for a training programme.
2.   Design materials and collect information to evaluate a training programme.
3.   Analyse information and present a report to improve a training programme.

Credit points and level: 1 HN Credit at SCQF level 7 (8 SCQF credit points at SCQF level 7*)

SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to doctorates.

Recommended prior knowledge and skills: Access to this Unit is at the discretion of the centre. However, candidates would normally be expected to have competence in communication skills at Intermediate 2 (SCQF Level 5) or similar qualifications or experience, and some knowledge of the training cycle and the trainer's role within it.

Core skills: There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

Context for delivery: If this Unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes. This Unit is included as mandatory in the framework of the HNC Learning and Development.

Assessment: This Unit will be assessed by means of reports, an evaluation plan and evaluation instruments.

Higher National Unit specification: statement of standards

Unit title: Learning and Development: Evaluating Learning

Unit code: DN3D 34

The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Produce an evaluation plan for a training programme

Knowledge and/or skills

♦ Purpose of evaluation
♦ Evaluation criteria
♦ Evaluation methods
♦ Planning skills
♦ Process of carrying out evaluation

Evidence requirements

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can produce an effective evaluation plan for a training programme. The plan should be approximately 750 words in length and should show a clear understanding of the process of carrying out an evaluation of a training programme. It should detail the purpose and scope of the evaluation and the criteria to be used. It should specify the type of data required and include at least three methods of evaluation, appropriate to the purpose of the exercise, to obtain this data..

Assessment guidelines

This assessment will produce evidence covering all the knowledge and skills requirements for the Outcome. If this Unit is being delivered as part of the HNC Learning and Development, evaluation could be based on HN Unit xxxx, *Planning, Design and Delivery of Learning.*

Higher National Unit specification: statement of standards (cont)

Unit title: Learning and Development: Evaluating Learning

Outcome 2

Design materials and collect information to evaluate a training programme

Knowledge and/or skills

♦ Types of evaluation data
♦ Sources of evidence
♦ How to phrase unambiguous questions
♦ Design evaluation tools

Evidence requirements

Candidates will need evidence to demonstrate their skills and/or knowledge by showing that they can produce materials to obtain evaluation data about a training programme. The materials must be suitable for the programme and the methods selected must be valid. Two sources of evidence must be accessed. Questions used in the materials must be clear and unambiguous and two different types of material must be produced.

Assessment guidelines

The candidate will produce documentary evidence of two evaluation instruments and use them to collect data on two occasions. The candidate should be aware of a range of instruments for obtaining evaluation data. Other materials could be tried out as a class exercise or during formative assessment. It is suggested that this assessment can be integrated with the training sessions carried out in the *Planning, Design and Delivery of Learning* Unit.

Outcome 3

Analyse information and present a report to improve a training programme

Knowledge and/or skills

♦ Analytical techniques
♦ Methods of presenting information
♦ Prioritisation skills

Evidence requirements

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can produce a report, approximately 500 words in length, to improve a training programme. The report should clearly identify areas of concern and prioritise ways of improvement. It should include two different analytical techniques and two methods of presenting information.

Assessment guidelines

The candidate will provide written and graphical or tabular evidence detailing the factual results of the exercise and prioritising suggested improvements to the programme.

Administrative Information

Unit code: DN3D 34

Unit title: Learning and Development: Evaluating Learning

Superclass category: GE

Date of publication: August 2004

Version: 01

Source: SQA

Higher National Unit specification: support notes

Unit title: Learning and Development: Evaluating Learning

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is a core Unit in the HNC in Learning and Development and should provide the candidate with the skills required to evaluate a training programme.

A training programme is defined as a set of learning opportunities for a group of learners, which runs over a period of time and covers the whole training cycle. It may be based on the candidate's training programme for the HN Unit DN3N 34, *Planning, Design and Delivery of Learning* or on a case study if this is more appropriate.

The principal context will be the training environment. However, if a candidate has access to a work place where evidence can be generated this should be encouraged. This would be negotiated between the candidate and the tutor and an assessment plan would be required.

For Outcome 1 candidates will require a detailed knowledge of the range of evaluation criteria. This should cover performance indicators, national standards and organisational standards. They will also require knowledge of the sources for evaluation and the validity and reliability of these. Knowledge of the types of evaluation data should also be covered. A variety of evaluation methods should be covered to enable the candidate to make an informed choice about the most appropriate methods to use. These could include, questionnaires, interviews, observation of process and/or evaluation of product, desk research. The validity and reliability of each method should be considered, as should the advantages and limitations of each method. The candidates will require knowledge of the resources necessary to carry out evaluation. They will also need to understand how to write an evaluation plan, defining its purpose and scope, and be aware of the process of evaluation.

For Outcome 2 candidates will need to know the practical aspects of designing evaluation tools. These could include questionnaire design, the design of checklists for interviews and the design of checklists for observation of process and product. They will also need to know how to administer these tools in order to obtain the results they require and how to plan and prepare for evaluation activities.

For Outcome 3 the candidates will need to know a variety of analytical techniques to enable them to interpret the data gathered in Outcome 2. These may include: measures of location, measures of dispersion, scoring methods, correlation and regression, significance tests, sampling and statistical inference. They will also need to be aware of a variety of different methods of presenting information from the analysis. These may include: bar charts, graphs, scatter diagrams, pie charts. Candidates should have knowledge of the computer programs available to analyse and present evaluation information. They should understand issues of confidentiality and security.

The above suggestions are neither prescriptive nor exhaustive and are intended as a guideline only.

Higher National Unit specification: support notes (cont)

Unit title: Learning and Development: Evaluating Learning

Guidance on the delivery and assessment of this Unit

It is recommended that this Unit should be integrated with the HN Unit DN3N 34, *Planning, Design and Delivery of Training.* Evidence for all three learning Outcomes can be based on the training programme designed as part of the Planning, Design and Delivery of Learning Unit. The Units can be delivered in conjunction. The centre has responsibility for ensuring the authenticity of all work produced.

Open learning

This Unit can be delivered by open learning as it stands. All learning Outcomes are suitable for delivery and assessment by a variety of open learning methods with tutor support at all stages, providing the candidate has access to a suitable group of trainees to carry out the evaluation.

Difficulties in authenticating evidence will have to be addressed by the centre. For further information and advice please refer to Assessment and Quality Assurance for Open and Distance Learning (SQA, February 2001 – publication code A1030).

Candidates with additional support needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs,* which is available on the SQA website www.sqa.org.uk.

General information for candidates

Unit title: Learning and Development: Evaluating Learning

Effective evaluation of learning programmes can give an organisation a competitive edge by ensuring that their training needs are being addressed in the best way. This Unit introduces you to the evaluation process.

Outcome 1 develops your understanding of the skills required to produce an evaluation plan for an organisation.

Outcome 2 provides you with the knowledge required to develop and use evaluation materials.

Outcome 3 develops the skills of analysing information obtained through the evaluation process and presenting the results in a meaningful way.

In order to achieve this Unit, you will have to produce an evaluation of a training programme, design evaluation instruments to collect data about the programme, and write a report based on the data to show how the training programme could be improved. If you are doing the HNC Learning and Development, you will be able to combine the assessment with the evidence produced for the *Planning, Design and Delivery of Learning* Unit.