

Higher National Unit Specification

General information for centres

Unit title: Learning and Development: An Introduction

Unit code: DN3H 34

Unit purpose: This Unit is designed to provide candidates with the knowledge, skills and understanding required to promote effective training in an organisation. It will equip them with the underpinning knowledge necessary to undertake a training needs analysis, deliver a short training session and to reflect on the effectiveness of the training. It will also enable candidates to develop an understanding of the context of Government training initiatives, Investors in People and N/SVQs.

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

1. Undertake a basic training needs analysis for an organisation
2. Select appropriate training options
3. Plan prepare and deliver a short training session
4. Provide feedback to learners
5. Review effectiveness of training with learners

Credit points and level: 2 HN Credits at SCQF level 7: (16 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.

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 optional in the framework of the HNC Learning and Development.

Assessment: This Unit is assessed by a combination of reports and observation of performance. The reports for Outcomes 1 and 2 should show how the candidate has planned and carried out a training needs analysis, and selected an appropriate training option. The report for Outcome 5 should show how the candidate has reviewed the training experience with the learners. For Outcome 3 and 4 Observation of performance is required for the delivery of a short training session and the provision of feedback to learners.

Higher National Unit specification: statement of standards

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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

Undertake a basic training needs analysis for an organisation

Knowledge and/or skills

- ◆ Training cycle
- ◆ Function of training needs analyses
- ◆ Types of training needs analyses
- ◆ Relationship between organisational aims and training needs
- ◆ How to prioritise
- ◆ Data Protection Act

Evidence requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ produce training needs analysis for an organisation
- ◆ select one method of analysing training needs
- ◆ detail the scope of the analysis
- ◆ show clear linkage to the organisation's strategic aims and the training cycle
- ◆ demonstrate compliance with the Data Protection Act

Assessment guidelines

This is an open book assessment in the form of a written report of 800 words, which should be based on a case study or on a work situation.

Higher National Unit specification: statement of standards (cont)

Unit title: Learning and Development: An Introduction

Outcome 2

Select appropriate training options

Knowledge and/or skills

- ◆ Advantages and limitations of N/SVQ's
- ◆ Key features of current government initiatives
- ◆ Advantages and limitations of customised training for an individual and an organisation
- ◆ Range of training options

Evidence requirements

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ consider a range of options
- ◆ give reasons for their selection
- ◆ demonstrate an awareness of current government initiatives

Assessment guidelines

Evidence for this Unit should be generated through assessment undertaken in open book conditions. It will be in the form of a report of 800 words based on a case study or on a work situation.

Outcome 3

Plan, prepare and deliver a short training session

Knowledge and/or skills

- ◆ Delivery options
- ◆ Training sessions plans
- ◆ Aims and objectives
- ◆ Types and functions of learning materials
- ◆ Presentation Skills

Evidence requirements

Candidates will need evidence to demonstrate their skills and/or knowledge by showing that they can:

- ◆ plan and deliver a short training session

Assessment guidelines

The training session must be assessed by the tutor using an Observation Checklist. This Outcome can be integrated with Outcome 4.

Higher National Unit specification: statement of standards (cont)

Unit title: Learning and Development: An Introduction

Outcome 4

Provide feedback to learners

Knowledge and/or skills

- ◆ Timing and place of feedback
- ◆ Awareness of trainees' levels of confidence
- ◆ Use of checklists, model answers and exemplars
- ◆ Characteristics of clear and constructive feedback

Evidence requirements

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ devise a simple checklist
- ◆ give, brief, oral feedback to a learner

Assessment guidelines

This Outcome can be integrated with Outcome 3 and must be assessed by an observation checklist of candidate performance.

Outcome 5

Review effectiveness of training with learners

Knowledge and/or skills

- ◆ Purpose and scope of the review
- ◆ Selection of evaluation criteria
- ◆ Methods of data collection
- ◆ Data analysis
- ◆ Identification of potential improvements

Evidence requirements

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ plan, carry out and analyse an evaluation of a short training session.

Assessment guidelines

The evidence, in the form of a report, must include:

- ◆ the purpose of the evaluation
- ◆ at least 2 evaluation criteria
- ◆ 1 method of data collection
- ◆ analysis of the data should include graphical or tabular results and
- ◆ 2 suggestions for improvement

Administrative Information

Unit code:	DN3H 34
Unit title:	Learning and Development: An Introduction
Superclass category:	GE
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Higher National Unit specification: support notes

Unit title: Learning and Development: An Introduction

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 80 hours.

Guidance on the content and context for this Unit

This optional Unit is designed to enable candidates to develop the skills and knowledge identify training needs, develop an awareness of government initiatives, plan and deliver training, provide feedback to trainees and review the effectiveness of training with learners.

The principal context will be the training environment with evidence generated by reports and observation of a short training session.

The Unit is designed to be practical in content with sufficient underpinning knowledge to support performance.

For Outcomes 1 and 2 candidates will need a broad understanding of the form and purpose of training needs analyses and its significance within an organisation. The candidates will need to know the methods of data collection and types of data. They will then use a simple analysis tool, for example a SWOT analysis to present their findings. Candidates will also need an awareness of government initiatives and their impact on training provision.

For Outcomes 3 and 4 candidates will plan, prepare and deliver a 20-minute training session. In order to do this they will need to be familiar with the principles of writing training session plans, writing aims and objectives, carrying out simple assessments and providing feedback to trainees.

For Outcome 5 candidates will plan and carry out a review of learning with the learners. In order to carry this out effectively they will need to be familiar with the principles of designing evaluation tools, analysing findings and making suggestions for improvements

Guidance on the delivery and assessment of this Unit

Candidates should be encouraged to generate evidence of achievement from all available sources. Direct observation, oral questioning, case studies and reports would be appropriate methods of assessment for this Unit.

Open learning

This Unit could be delivered by open learning. However it would require planning by the centre to ensure the authenticity of candidate evidence. Arrangements would have to be made to ensure that the assessment for Outcome 2 and Outcome 3 takes place in the centre or are video-recorded

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).

Higher National Unit specification: support notes (contd)

Unit title: Learning and Development: An Introduction

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: An Introduction

This Unit is designed to give you an insight into some key areas of the training function within an organisation. You will develop an awareness and understanding of the training cycle and will undertake a training needs analysis. You will also become familiar with the principles of planning training sessions and devising materials, and then will also put these skills into practice by delivering a short training session and evaluating its effectiveness.

You should note that while this Unit provides a broad overview of effective training within an organisation many of these themes are explored in greater depth in the HNC Learning and Development framework.