



### Overview

#### **This unit is appropriate for you if your role involves:**

- researching learning and training theories and concepts
- developing new ways of promoting learning and training
- evaluating developments in technology-based learning and e-learning

#### **The activities you are likely to be involved in:**

- examining the things that affect learning and development
- researching learning theories and concepts through journals, articles, conferences and discussions
- reviewing developments in technology-based learning and development and the role of e-learning
- adapting systems to suit particular learning styles
- testing proposed methods and making appropriate changes to them

#### **What the unit covers:**

- 1 researching the ways people learn
- 2 developing learning and training methods
- 3 testing and changing proposed training and development methods



### Element L18.1: Research the ways people learn

#### Performance criteria

You must be able to do the following:

- a Identify and review current developments in learning styles and methods.
- b Identify the things that affect learning.
- c Assess how developments in learning theories and concepts affect the organisation and how current training and development is delivered.
- d Identify and assess the effect of technology-based learning and different ways of delivering learning.
- e Identify the advantages and disadvantages of different training and development methods.
- f Share ideas and developments on learning theories and concepts with the appropriate colleagues.

### Element L18.2: Develop learning and training methods

#### Performance criteria

You must be able to do the following:

- a Identify different learning styles and their features.
- b Assess how effective existing methods of learning are.
- c Develop methods to improve learning.
- d Use appropriate types of technology-based learning and delivery in the ways you work.
- e Involve learners and other people in developing improved methods of learning.
- f Give other people clear and relevant information on improved learning methods.
- g Identify the roles and responsibilities of all those involved in putting improved learning methods into practice.
- h Identify the resources you need to put improved learning methods into practice.

### Element L18.3: Test and change proposed training and development methods

#### Performance criteria

You must be able to do the following:

- a Identify the training and development methods you are going to test.
- b Choose valid and cost-effective ways of testing which will produce reliable results.
- c Give the people involved clear and accurate information on why you are carrying out the test.
- d Identify the evaluation criteria you will use for the test.
- e Deliver the training using the method you have chosen and get feedback from the people taking part.
- f Assess how effective the method is against agreed evaluation criteria.
- g Identify parts of the method you could improve or change.
- h Explain the new delivery method to the people who will be using it in the future.



### Knowledge requirements

You need the following knowledge to perform this Unit of Competence. You will show this through the outcome of your work activities and through evaluations of your systems and processes.

You need to be able to show that you have general knowledge and understanding of the following:

#### The nature and role of developments in learning

- 1 how to identify and use learning theories and concepts
- 2 how to recognise different learning styles and their features
- 3 how to match learning styles with learning methods
- 4 how to identify and evaluate developments in technology-based delivery and e-learning
- 5 how to identify and assess the things that affect learning, including access to materials, learning environments, social settings and relationships

#### Principles and concepts

- 6 how to identify appropriate sources of information on learning theories and concepts and how to access them
- 7 how to use appropriate professional sources
- 8 how to analyse information and draw conclusions from it
- 9 how to identify and use appropriate sources of information about learning theories and concepts
- 10 how to assess the effect of developments on the organisation's delivery methods
- 11 how to recognise different learning styles and their features
- 12 how to get the views of learners and other people
- 13 how to test different learning and development methods
- 14 how to get constructive feedback on the testing process
- 15 how to apply appropriate techniques to analyse information

#### External factors influencing human resource development

- 16 how to ensure that everybody acts in line with health, safety and environmental protection legislation and best practice
- 17 how to identify and apply the concepts of unlawful, direct or indirect discrimination
- 18 how to use equal opportunities codes of practice effectively
- 19 how to identify and apply relevant legislation on individuals' rights
- 20 how to evaluate developments in education, training and qualifications which have a direct effect on the design of learning materials
- 21 how to analyse and use developments in learning and new ways of delivery, including technology-based delivery and e-learning