



### Overview

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

- preparing proposals and plans to develop basic skills within the organisation
- getting the commitment of others to basic skills development in the workplace
- encouraging basic skills programmes in the workplace to meet the needs of the organisation
- identifying individual needs for basic skills in the workplace

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

- identifying the organisation's needs for developing basic skills
- selling the benefits of basic skills to employers, employees and their representatives
- analysing training needs for jobs and processes
- assessing the basic skills that learners achieve

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

- 1 persuading people that basic skills are important to the organisation
- 2 identifying the needs for basic skill within the organisation



### Element L21.1: Persuade people that basic skills are important to the organisation

#### Performance criteria

You must be able to do the following:

- a Work out the business priorities of the organisation.
- b Identify appropriate ways of getting involved with members of the organisation.
- c Set the conditions for success and work out how basic skills will meet the organisation's needs.
- d Review current training in the workplace and the barriers that prevent people from getting training.
- e Present basic skills development in a positive way to learners and respond appropriately to their worries.
- f Identify who in the organisation needs to be involved in planning the development of basic skills and putting it into practice.
- g Persuade appropriate members of the organisation that basic skills are important.
- h Propose a plan to put the development of basic skills into practice that takes account of work patterns and resources.

### Element L21. 2: Identify the needs for basic skills within the organisation

#### Performance criteria

You must be able to do the following:

- a Analyse the need for basic skills for jobs and processes that are relevant to the needs of the organisation.
- b Identify the general levels of basic skills that are needed for job roles.
- c Produce an organisation-wide differentiated basic skills competence audit.
- d Identify and record the basic skills that individuals in the organisation have already achieved.
- e Work with learners and line managers to set appropriate goals for developing basic skills.
- f Identify opportunities and obstacles in the workplace in relation to individuals' basic skills development.
- g Identify ways of using specialist expertise in assessing basic skills within the practices of the organisation.



### 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 developing basic skills in the workplace

- 1 how basic skills are defined
- 2 how to relate policy and practice to the organisation's aims and objectives
- 3 how to relate policy and practice to immediate business priorities
- 4 how to relate policy and practice to the organisation's management structures and work processes
- 5 how to relate policy and practice to the organisation's employment policies and priorities, including:
  - ◆ staff sick leave
  - ◆ choosing, training, keeping and appraising staff
  - ◆ staff having a variety of skills
- 6 how to support developing basic skills by using the organisation's communication systems and documents
- 7 how to support policy and practice by recognising internal opportunities and limits
- 8 how to support developing basic skills by recognising the commitment needed to bring about change

#### Principles and concepts

- 9 how to analyse training needs that support the assessment of basic skills
- 10 how to relate basic skills competencies to systems of working
- 11 how to identify the things that prevent staff members from taking part in basic skills programmes and how to overcome them
- 12 how to identify the things that influence individual commitment and motivation in relation to basic skills
- 13 how to develop basic skills across the organisation
- 14 how to encourage ownership of the basic skills programme by all members of the organisation
- 15 how to persuade people that developing basic skills is important for the organisation
- 16 how to relate to ethical factors that influence basic skills work
- 17 how to assess the levels of basic skills that learners currently have
- 18 how to identify the coping strategies of the people who need to learn basic skills
- 19 how to measure and recognise the basic skills that learners have achieved
- 20 how to identify different learning styles and the effect they have on learning basic skills
- 21 how to identify and use different learning opportunities for basic skills

#### External factors influencing the learning environment

- 22 how to monitor national and local policies and programmes that relate to basic skills in the workplace
- 23 how legislation requirements for diversity and fairness at work may affect how basic skills are developed in the workplace
- 24 how social and associated changes in the labour market affect the need for basic skills in the workplace