



### Overview

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

- contributing to the development of basic skills of others in the workplace

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

- identifying areas of the workplace where basic skills can be developed
- helping to analyse the learning needs of the organisation
- helping to identify the levels of skill other people have
- helping other people in the workplace to identify their learning goals
- identifying where learning opportunities exist and how to access them
- working with people and organisations who provide basic skills training
- persuading people of the importance of basic skills training in the workplace

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

- 1 identifying needs and opportunities for learning basic skills in the workplace
- 2 helping to deliver basic skills in the workplace



### Element 23.1: Identify the needs and opportunities for learning basic skills in the workplace

#### Performance criteria

You must be able to do the following:

- a Identify the different demands of individual jobs, work processes and documents.
- b Match the demands of the workplace to particular basic skills.
- c Help to assess existing levels of basic skills.
- d Encourage individuals to identify their learning aims and preferred styles of working.
- e Identify how the way work is organised will affect how basic skills could be developed.
- f Identify ways work activities can provide opportunities for learning.
- g Identify the effect of the work culture on learning opportunities.
- h Help to work out an appropriate code of conduct for supporting learning in the workplace.
- i Help to persuade people within the organisation that it is important to develop skills in the workplace.

### Element 23.2: Help to deliver basic skills in the workplace

#### Performance criteria

You must be able to do the following:

- a Set up and contribute to appropriate ways of delivering learning.
- b Give advice and guidance on the learning opportunities that are available.
- c Identify appropriate systems to support learners in the workplace.
- d Develop links between existing learning opportunities in the workplace.
- e Identify the people in the workplace who can support learners.
- f Get the commitment of supporters.
- g Identify and work with people and organisations who can deliver training and provide support.
- h Help raise awareness of the learning needs of the organisation.
- i Identify ways of making learning opportunities part of the organisation.
- j Identify and secure the resources you need to deliver learning in the workplace effectively.



### 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 delivering basic skills in the workplace

- 1 how basic skills are defined
- 2 how the work environment affects the need for basic skills
- 3 how the organisation's culture can influence learning opportunities
- 4 how to identify and apply appropriate codes of conduct for supporting learning in the workplace.
- 5 how to identify, evaluate and promote the benefits of developing basic skills to meet the organisation's goals
- 6 how to identify ways of delivering learning and the support systems that are appropriate to the work environment

#### Principles and concepts

- 7 how to apply the basic skills curricula to work activities
- 8 how to assess existing levels of skills in the workplace
- 9 how to identify and choose the appropriate people and organisations to provide learning
- 10 how to choose and support the people who will support learners in the workplace
- 11 how to identify and access the learning and development opportunities that are available locally
- 12 how to identify appropriate funding for learners
- 13 how to apply equal opportunities practices and other practices that do not discriminate against people

#### External factors influencing the learning environment

- 14 how to monitor the nature and structure of national and local developments and policies on basic skills in the workplace
- 15 how legislation requirements for diversity and fairness at work may affect how basic skills are delivered in the workplace