



Overview

This unit is appropriate for you if your role involves:

- designing learning programmes
- identifying and choosing training and other learning options to meet learners' needs
- setting out the resources needed to deliver learning programmes
- developing the detailed contents of programmes

The activities you are likely to be involved in:

- working at a range of issues which affect learners' abilities to meet their learning objectives, including delivery methods, times, places, access, guidance and support, and assessment opportunities
- designing learning programmes for individuals and groups with different needs and circumstances and groups of different sizes
- identifying and evaluating different learning processes, such as work experience, job shadowing, courses, resource-based learning, open and flexible learning, distance learning, mentoring and coaching
- designing programmes which develop competencies, skills, knowledge and Key/Core Skills
- reviewing the effect of technology-based delivery and e-learning on the design of learning programmes

What the unit covers:

- 1 choosing options for meeting learning needs
- 2 designing learning programmes for learners



Element L4.1: Choose options for meeting learning needs

Performance criteria

You must be able to do the following:

- a Identify the learning needs you must deal with.
- b Identify a range of options for meeting the learning needs.
- c Identify how technology-based learning and delivery will influence the options available.
- d Choose the most appropriate options to meet the learning needs.
- e Provide equal opportunities and access to learning and achievement.

Element L4.2: Design learning programmes for learners

Performance criteria

You must be able to do the following:

- a Set out how learning programmes will meet learning objectives.
- b Choose appropriate methods of delivery to meet learning objectives, including technology-based and e-learning if appropriate.
- c Plan learning experiences that are relevant to the necessary outcomes.
- d Combine different learning and assessment opportunities.
- e Choose relevant methods of evaluating how effective the learning programme is.
- f Set out how you will monitor and review learners' progress and assess their achievements.
- g Identify the support and guidance that is available to learners.
- h Explain the roles and responsibilities of all those involved in delivering the learning programme.
- i Identify the resources needed to deliver the programme.
- j Agree learning programmes with the appropriate people.



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 learning programmes

- 1 how to design learning programmes which meet different learning needs
- 2 the features and the conditions needed for success in a given learning process
- 3 how to use different learning opportunities and create an organised learning programme
- 4 how to identify and evaluate the realistic options that are available in learning and development

Principles and concepts

- 5 how to identify issues of equal opportunities and practices that do not discriminate against other people in promoting individual learning
- 6 how to identify and evaluate changes and developments in technology and e-learning and their relevance to delivering learning and development
- 7 which approaches to use in designing learning programmes to meet learning needs
- 8 how to monitor and review learning programmes
- 9 how to monitor and review learners' progress
- 10 how to evaluate how effective learning programmes are

External factors influencing learning programmes

- 11 how to evaluate developments in education, training and qualifications which have a direct effect on the design of learning programmes
- 12 how to identify the external influences on putting learning and development policies into practice, including economic, social and political
- 13 how to analyse and use developments in learning and new ways of delivery, including technology-based delivery and e-learning support