

Scottish Qualifications Authority

Framework

Certificate in Delivering Training in the Workplace (Level 7) – G7EN 15 will offer a qualification to those who train and assess in the workplace, and will follow the sequence of the training cycle by involving design, delivery and assessment/review. The qualification will comprise **four** units, one mandatory and three optional units. One option unit should be drawn from each of the three available sets shown below.

Core Unit

D9RL 04	Evaluate and develop own practice
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Optional Units (one of)

D9R9 04	Design learning programmes
D9RF 04	Develop training sessions
D9RN 04	Identify individual learning aims and programmes
D9R5 04	Agree learning programmes with learners
D9R8 04	Create a climate that promotes learning

Optional Units (one of)

D9RK 04	Enable learning through presentations
D9RJ 04	Enable learning through demonstrations and instruction
D9RG 04	Enable group learning

Optional Units (one of)

D94L 04	Assess candidates using a range of methods
D94M 04	Assess candidates' performance through observation
D9RW 04	Monitor and review progress with learners
D9T2 04	Respond to changes in learning and development
D9T5 04	Support competence achieved in the workplace

In this award the selection of the appropriate optional units will depend on the work role of the candidate. Some trainers design whole training programmes, whilst others design individual sessions within a given programme. The main method of delivery will vary dependent on the vocational area and the methods of assessment used will also vary with the level of qualification being covered. Some trainers do not formally assess their trainees and so monitoring and reviewing the effectiveness of the training or supporting competence may be more appropriate. Finally, some may prefer to concentrate on the CPD benefit of responding to changes in learning and development.

Whilst the qualification requires the successful completion of four units the achievement of additional units would also offer excellent opportunities for CPD.

The **Certificate in Supporting Learning in the Workplace (Level 7) – G7EM 15** will offer a qualification to those who work with learners but do not necessarily train and assess in the workplace. It will cover the work roles of those who mentor, coach, and provide initial training needs assessment. It would also offer a qualification route to those such as Learning Assistants in FE colleges and others who work in learning centres supporting learners but who are not subject experts and therefore do not provide learning support. The qualification will comprise **four** units, one mandatory and three optional units. One option unit should be drawn from each of the three available sets shown below. The qualification is defined as follows:

Core Unit

D9RL 04	Evaluate and develop own practice
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Optional Units (one of)

D9R8 04	Create a climate that promotes learning
D9T4 04	Support and advise individual learners
D9R5 04	Agree learning programmes with learners

Optional Units (one of)

D9RH 04	Enable individual learning through coaching
D9T7 04	Support learners by mentoring in the workplace
D9RN 04	Identify individual learning aims and programmes

Optional Units (one of)

D9RW 04	Monitor and review progress with learners
D94M 04	Assess candidates' performance through observation
D9T5 04	Support competence achieved in the workplace
D9T2 04	Respond to changes in learning and development

Potential routes to the qualification

Each distinct work role would follow a different route through the qualification so the following are suggested pathways:

- Mentors may complete D9RL 04, D9T4 04, D9T7 04 and either D9RW 04 or D9T5 04
- Coaches may complete D9RL 04, D9T4 04, D9RH 04 and either D94M 04 or D9RW 04 depending on whether they assess or review. Assessment by observation has always been an important part of coaching towards vocational qualifications by workplace supervisors and should continue to be part of that award in Scotland.

Those who manage training and others involved in the initial assessment and support of learners may complete D9RL 04, D9R5 04, D9RN 04 and either D9RW 04 or D9T2 04 to

- keep abreast of developments within Learning and Development. As workplace learning develops in response to the Lifelong Learning Strategy in Scotland, it is important that initial guidance is clear and appropriate. This would be supported by the application of national standards to workplace performance
- Those who support learners may complete D9RL 04, D9R8 04, D9RH 04, and D9RW 04 to recognise their role in the support of learners in learning centres, for example, or of those following resource based programmes.

- The inclusion of D9T5 04 in the options would present an optional unit for workplace supervisors who may give witness testimony to learners, whilst including D9T2 04 would encourage CPD for those who select it as one of their options.

These routes are only suggestions, as any combination is possible to suit individual needs. Centres may wish to use different combinations of optional units to meet particular work roles in the marketing of these awards to potential customers, e.g. workplace mentors. Whilst the qualification requires the successful completion of four units the achievement of additional units would also offer excellent opportunities for CPD.