



Overview

This unit is appropriate for you if your role involves:

- giving learners guidance and support
- helping learners to manage their own learning

The activities you are likely to be involved in:

- giving learners relevant information
- helping learners to plan their learning
- organising and arranging the resources to support learning
- helping individuals to develop their learning skills

What the unit covers:

- 1 giving individual learners guidance to help them plan their learning
- 2 advising and supporting individual learners in managing their own learning



Element L15.1: Give individual learners guidance to help them plan their learning

Performance criteria

You must be able to do the following:

- a Identify the types of guidance learners are likely to need when they are planning their learning.
- b Agree with learners the sort of guidance they want.
- c Refer learners to other sources of guidance if they need it.
- d Take account of each learner's personal circumstances, beliefs, capabilities, aspirations and learning situation.
- e Giving learners advice and guidance on learning opportunities and methods, qualification routes and progression.
- f Give guidance that is appropriate to the learner.
- g Ensure you give advice in a way which encourages the learner to develop and make their own decisions.
- h Ensure you give unbiased information and guidance which helps learners to make informed decisions.

Element L15.2: Advise and support individual learners in managing their own learning

Performance criteria

You must be able to do the following:

- a Identify and agree learners' needs for advice and support.
- b Identify which areas learners need to be responsible for in order to achieve their learning objectives.
- c Help learners identify the competencies and resources they will need to manage their own learning.
- d Discuss with learners an appropriate use of technology-based methods to support their learning.
- e Give learners guidance on how to develop their ability to manage their own learning.
- f Ensure you give learners unbiased information and advice.
- g Explain to learners the ongoing support that is available to them.
- h Identify and deal with any difficulties learners have in managing their learning and give them guidance on how to overcome the difficulties.



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 supporting learners

- 1 how to identify and evaluate the things that affect learners' ability to plan their own learning
- 2 how to ensure that each learner receives sufficient support to ensure their entitlement to learning is met
- 3 how to promote learners' rights and choices
- 4 how to identify the available options for support and match these to individual learning needs
- 5 how to identify appropriate types of guidance for learners and how learners can access them
- 6 how to give learners information, advice and support in a way that encourages them to develop and be independent

Principles and concepts

- 7 how people learn to identify issues of equal opportunities and practices that do not discriminate against other people in relation to learning support
- 8 how to identify and prepare for the types of information learners are likely to need
- 9 how to identify and evaluate the potential of using technology to support learners
- 10 how to put information for individual learners into an order which they will understand
- 11 how to find out the views of learners
- 12 how to develop a good working relationship with learners
- 13 how to identify and resolve difficulties in supporting learners, including different values and beliefs
- 14 how to identify and maintain a database of referral sources and procedures
- 15 how to give advice in a constructive way which encourages learners to be independent
- 16 how to identify and work within your own limits of competence in relation to managing learning
- 17 how to identify and give details of routes for progression and further learning opportunities

External factors influencing human resource development

- 18 how to ensure that everyone acts in line with health, safety and environmental protection legislation and best practice
- 19 how to identify and apply relevant legislation to individuals' rights
- 20 how to analyse and use developments in learning and new ways of delivery, including technology-based learning