



Overview

This unit is appropriate for you if your role involves:

- monitoring the development of individual learners
- reviewing progress with learners

The activities you are likely to be involved in:

- making an initial assessment of learners
- reviewing progress and setting new learning objectives
- collecting and analysing information from learners, practitioners, mentors and assessors
- reviewing achievements and difficulties, and dealing with learners' concerns

What the unit covers:

- 1 reviewing progress with learners

**Element L16.1: Review progress with learners****Performance criteria**

You must be able to do the following:

- a Base your reviews of progress on the views of learners and your assessment of their progress to date.
- b Check that the information you use in the review with learners is accurate and unbiased.
- c Encourage learners to express their views on their own progress.
- d Match information to learning objectives to see what learners have achieved.
- e Give learners positive feedback.
- f Identify new learning needs and objectives.
- g Identify and agree any changes to the learning programme as a result of the review.
- h Record, pass on and use the results of the review.



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 the review process

- 1 how to involve learners in the review and assessment processes
- 2 how to encourage individuals and groups to take part in the review process
- 3 how to set and renegotiate learning objectives
- 4 how to match the results of reviews to the changes the learning programmes require

Principles and concepts

- 5 how to collect and analyse information for review and assessment purposes
- 6 how to identify and use appropriate sources of reliable and valid information
- 7 how to prioritise and summarise information correctly
- 8 how to record and store information for review and assessment purposes
- 9 how to use information technology to keep records
- 10 how to put learners at their ease
- 11 how to give learners constructive feedback
- 12 how to put information in order
- 13 how to apply interview and discussion techniques

External factors influencing human resource development

- 14 how to ensure that everyone acts in line with health, safety and environmental protection legislation and best practice
- 15 how to identify and apply relevant legislation to individuals' rights