



Overview

This unit is appropriate for you if your role involves:

- designing and producing learning and development materials
- preparing the places, materials and equipment you need for learning and development sessions

The activities you are likely to be involved in:

- working out exactly what materials you need
- looking at a range of design options
- reviewing the role of technology-based learning and development opportunities and e-learning systems in the design of materials
- identifying and solving problems in the design process
- testing materials and making any necessary changes
- assessing how you can use technology to design learning
- developing written, visual and audio-visual learning materials
- working out realistic simulations
- identifying the training facilities and equipment you need
- changing existing materials

What the unit covers:

- 1 developing learning materials
- 2 choosing materials to support learning



Element L7.1: Develop learning materials

Performance criteria

You must be able to do the following:

- a Agree the learning objectives the materials need to support.
- b Identify who is going to be using the materials and what their needs are.
- c Choose materials and ways of delivering learning which are suitable to the subjects covered, learning situation and length of the learning programme.
- d Choose appropriate equipment and facilities which will promote effective learning.
- e Evaluate the potential for delivering computer-based learning.
- f Assess existing computer-based information materials to see if they meet the needs of the learning programme.
- g Adapt materials from external sources, taking account of copyright law.
- h Ensure that learners understand the purpose of the materials and how they should use them.
- i Give learners clear guidance and instructions on how to use the materials correctly.
- j Ensure that the language, style and format of the materials is appropriate to the needs of the learners.
- k Test the materials and change them if necessary.

Element L7.2: Choose materials to support learning

Performance criteria

You must be able to do the following:

- a Choose learning materials which are suitable for the identified learners.
- b Match materials to the learning environment.
- c Ensure that the language and format of the materials are appropriate to the needs of the learners and that you use an appropriate way of delivering the learning programme.
- d Adapt learning materials to meet the learning objectives.
- e Produce support materials in a style and format that are appropriate to the needs and capabilities of the learners.
- f Choose and prepare realistic simulation and exercise materials which are relevant to learners.
- g Adapt materials from external sources, taking account of copyright law.
- h Ensure that the materials you have chosen support equal opportunities and diversity.
- i Ensure that training facilities are appropriate, available and meet health, safety and environmental protection requirements.
- j Keep within agreed budgets when choosing materials and facilities.
- k Identify and resolve any problems with the materials and facilities.



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 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 materials

- 1 how to use design principles when developing learning materials
- 2 how to assess which materials are the most suitable for individual learners and the learning activity
- 3 how to assess learners' needs in relation to learning objectives and how you will deliver learning
- 4 how to identify possible design problems in using computer-based learning materials, and relating to the:
 - ◆ learning skills of potential users
 - ◆ cultural and religious barriers to learning
 - ◆ other parts of the learning programme
 - ◆ links with qualifications
 - ◆ routes for progression
 - ◆ cost
- 5 how to choose ways of testing the learning programme that is appropriate for the material and the learners
- 6 how to accurately identify costs and timescales for design
- 7 how to identify and avoid common design problems
- 8 how to identify appropriate uses of visual, written and electronic materials to promote learning
- 9 how to make the most of different resources

Principles and concepts

- 10 how to identify and evaluate e-learning opportunities when developing materials
- 11 how to keep to copyright law
- 12 how to ensure that materials are designed and developed which reflect equal opportunities and the diversity of the learners
- 13 how to develop appropriate simulation and exercise activities
- 14 how to identify and evaluate changes and developments in technology and e-learning and their relevance to how the organisation delivers learning and development
- 15 how to ensure that materials and facilities are relevant to learners
- 16 how to produce materials which are suitable for learners
- 17 how to present materials to learners
- 18 how to structure materials to support learning

External factors influencing the development of learning materials

- 19 how to identify and keep to legal requirements when using materials, including data protection and copyright
- 20 how to analyse and use developments in learning and new ways of delivery, including technology-based delivery and e-learning support