



Higher National Unit specification

General information for centres

Unit title: Facilitate Learning

Unit code: F1WG 37

Unit purpose: This Unit is designed to enable candidates to facilitate learning for a range of learners, creating learning opportunities and providing support to maximise individual potential and innovation. Successful candidates will foster the professional growth and personal development of learners through effective communication, facilitation and supervision skills.

On completion of the Unit candidates should be able to:

- 1 Enable learners to develop their skills of critical reflection when applying theory to practice.
- 2 Use effective communication, facilitation and supervision skills to support learners' professional growth and personal development.
- 3 Facilitate and develop the ethos of inter-professional learning and working.
- 4 Select and apply approaches to learning that will assist learners to develop required knowledge, skills and values.

Credit points and level: 1 HN credit at SCQF level 10: (8 SCQF credit points at SCQF level 10*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Candidates should have well developed communication and inter-personal skills and be able to demonstrate their ability to critically review and consolidate knowledge, skills, practices and thinking in their disciplines. This may be demonstrated by relevant professional qualifications at SCQF level 9 (or equivalent) or above with relevant experience in a social services or other related setting. Acceptance of relevant equivalent qualifications and experience will be at the discretion of the centre.

Core Skills: Although there is no automatic certification of Core Skills or Core Skills components in this Unit, there are opportunities to develop the Core Skills of Working with Others, Problem Solving and Communication at SCQF level 6. Additionally, there may be opportunities to develop the Core Skill of Information Technology.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

General information for centres (cont)

Assessment: The focus of this Unit is on the development of competence to use a wide range of principal skills, some specialised skills and advanced applications to critically evaluate learning. Assessment mechanisms should gather evidence from a range of sources.

This collection of evidence approach allows candidates flexibility in relation to evidence gathering and scope to present their evidence in a way that best fits with their learning needs and styles. The evidence gathered to demonstrate that candidates have achieved the Outcomes should be naturally occurring during their day to day activity, therefore encouraging them to critically reflect on the nature of what they do on a daily basis.

Candidates' practice evidence of their ability to facilitate learning can be taken from a variety of sources including feedback from peers, managers, learners, service users, carers and other professionals. This will be collated alongside evidence of the candidate's knowledge and understanding of the topics covered by the Unit. Candidates should also provide a critically reflective narrative identifying their learning for the Unit, critically reflecting on what they have done well, what they might have done differently and what they need to work on in the future.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Please see specific knowledge and/or skills required in relation to each Outcome and Evidence Requirements for the Unit after the Outcomes.

The whole of the content listed in the knowledge and skills sections must be taught and available for assessment.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Enable learners to develop their skills of critical reflection when applying theory to practice

Knowledge and/or Skills

- ◆ Models and processes of reflective practice
- ◆ Research minded and critically analytical practice
- ◆ How to adapt facilitation of reflection for learners at different stages in their learning process
- ◆ Development of learning strategies which support the learner's use of research and theory in their practice

Outcome 2

Use effective communication, facilitation and supervision skills to support learners' professional growth and personal development

Knowledge and/or Skills

- ◆ Factors which impact on learning relationships (eg power, diversity, characteristics of self and learner)
- ◆ Supervisory models, styles and processes to facilitate the development of individual learners and groups
- ◆ Learner self-determination and confidence building within the learning process
- ◆ Suitable learning opportunities for learners with different needs and backgrounds

Higher National Unit specification: statement of standards (cont)

Unit title: Facilitate Learning

Outcome 3

Facilitate and develop the ethos of inter-professional learning and working

Knowledge and/or Skills

- ◆ Context and frameworks for effective inter-professional learning and working
- ◆ Challenges, barriers and benefits to inter-professional learning and working
- ◆ Inter-professional collaboration to enable and support learners' development
- ◆ Values, ethics and principles across/between professions

Outcome 4

Select and apply approaches to learning that will assist learners to develop required knowledge, skills and values

Knowledge and Skills

- ◆ Adult learning theories and principles
- ◆ Impact of impairments and disabling environments on approaches to learning
- ◆ Individualised approaches to learning taking account of specific learner needs
- ◆ Effective learning environments to enable learners to gain knowledge, skills and values in particular contexts

Evidence Requirements for the Unit

Candidates must provide evidence to cover all Knowledge and Skills in the Outcomes above by demonstrating their ability to facilitate learning for a range of learners, encouraging learning opportunities and providing support to maximise individual potential and innovation. The evidence will demonstrate application of knowledge, sources of knowledge and a critical understanding of principal theories and concepts relevant to this Unit.

Candidates will provide evidence of:

- ◆ being directly observed in practice working with the learner
- ◆ critically evaluating the means of providing an effective learning process to support the personal and professional development of a learner or group
- ◆ facilitating learners to develop the ability to reflect on and critically analyse their practice
- ◆ employing a range of teaching/learning strategies to help learners relate theory to practice and to develop required knowledge, skills and values
- ◆ critically analysing factors which impact on learning relationships (eg the use of power, the characteristics and differences between self and learner etc)
- ◆ critically evaluating the effectiveness of inter-professional collaboration in supporting learner development

Higher National Unit specification: statement of standards (cont)

Unit title: Facilitate Learning

Assessment guidelines

This Unit stands alone and can be assessed in its own right. However, when delivered as part of a Group Award it may be appropriate for candidate evidence to span more than one Unit.

Appropriate methods for candidates to demonstrate knowledge and understanding of how to facilitate learning for a range of learners include witness statements, formal and informal feedback, learning material, self-evaluation, direct observation and critical analysis of practice.

Administrative Information

Unit code: F1WG 37
Unit title: Facilitate Learning
Superclass category: PM
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Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Facilitate Learning

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit has been designed as a stand alone Unit. It can be delivered as a stand-alone Unit if a centre has determined that the knowledge and skills developed within this Unit are all that are required to enhance the capability of candidates. Alternatively, the Unit can be delivered as part of an SQA Group Award such as a Professional Development Award (PDA). For example, it is one of eight Units that comprise the:

- ◆ PDA in Practice Learning at SCQF level 10
- ◆ PDA in Practice Learning (Social Services) at SCQF level 10

Where this Unit is delivered as part of the PDA in Practice Learning (Social Services) at SCQF level 10, the centre should be aware that there may be additional entry requirements for candidates in line with Scottish Social Services Council (SSSC) policy.

This Unit is intended for candidates from a range of occupational and professional situations within social services, education or health settings. Examples include first line managers supervising staff, people in a variety of posts delivering training courses to staff, those supervising learners in practice learning and workplace assessors. This list is not exhaustive, but provides a flavour of the diversity of people who might wish to access this Unit from a social services or other relevant setting. The Unit is designed to enable candidates to facilitate learning for a range of learners, devise learning opportunities and provide support to maximise individual potential and innovation. Successful candidates will foster the professional growth and personal development of learners through effective communication, facilitation and supervision skills. Candidates will also be able to assist learners to relate theory to practice, gain required knowledge, skills and values and develop critically reflective skills. Inter-professional working to aid learner development will also be improved.

Outcome 1 considers the importance of the ability to critically reflect on and integrate theory into practice in professional education. Candidates will examine the concept of research mindedness in professional practice and explore methods for supporting learners to develop critically reflective and analytical skills. Candidates will be encouraged to think about the following:

- ◆ theories and models of reflective practice (eg Schon, Argyris, Maudsley & Scrivens, Moon)
- ◆ how to develop research mindedness in self and others (www.resmind.swap.ac.uk)

Outcome 2 focuses on the knowledge which underpins the skills required to facilitate the development of learners, for example:

- ◆ methods of facilitating learning such as supervision (educative, supportive, accountable) mentoring, coaching
- ◆ learning styles and experience
- ◆ learner needs and abilities

Higher National Unit specification: support notes (cont)

Unit title: Facilitate Learning

In Outcome 3 candidates will consider inter-professional learning and working. They will address:

- ◆ the contexts, frameworks, barriers and benefits of inter-professional working (eg Pietroni & Stokes; Davies, Finlay & Bowman; Ovretveit)
- ◆ modernisation and the integration of social, health and education services (eg Joint Future 2000 Scottish Executive; Changing Lives: the Report of the Twenty First Century Social Work Review 2006 Scottish Executive)
- ◆ the values, norms and ethics of different professionals practice (eg relevant professional codes of practice and codes of ethics)

In Outcome 4 candidates will explore how they can assist learners to develop required knowledge skills and values. They should be encouraged to think about:

- ◆ how Knowles's principles of adult learning would guide their selection of approaches to learning
- ◆ approaches to learning such as direct inputs, experiential, learner led, groups or individual study
- ◆ consideration of the impact of different learning styles eg Honey and Mumford, Kolb

On successful completion of the Unit, candidates should be able to select and apply approaches to learning that will assist learners to develop required knowledge, skills and values and relate theory to practice whilst developing critically reflective and critically analytical skills. They will also be able to use effective communication, supervision and teaching skills to support learners' professional and personal development and facilitate and cultivate the ethos of inter-professional learning and working.

Guidance on the delivery and assessment of this Unit

Delivery

This Unit involves candidates in a significant amount of experiential learning. Candidates are required to critically analyse and critically reflect on this experience and to be able to make conclusions for their future behaviour and development.

It is expected that the facilitation of learning for this Unit will be through a range of approaches including face-to-face inputs, blended and other forms of directed and self-directed learning.

The delivery mechanisms adopted by centres should be flexible to allow comprehensive access and participation, including distance and e-learning. An outcomes-based approach, centred round the learning needs of the individual, may best meet the requirement for flexible delivery. The delivery of the Unit must take account of its practical nature and of the occupational and professional backgrounds of candidates.

Higher National Unit specification: support notes (cont)

Unit title: Facilitate Learning

At the outset, centres should make candidates aware of the requirements of the Unit, including the need to gather evidence, critically analyse and report on their experiences. They should also inform candidates at the outset about the type of evidence they will have to provide in order to complete the Unit successfully. It is likely that delivery will consist of some initial orientation and briefing sessions after which candidates will manage their learning independently to a significant extent. Centres should make suitable arrangements to support and guide candidates throughout. This could involve regular meetings with candidates on an individual basis or in groups or through e-learning.

Assessment

Centres should advise candidates about assessment requirements. The Unit takes a holistic approach to assessment and all four Outcomes are closely and systematically connected. Candidates should be encouraged to seek opportunities to generate evidence that would span more than one of the Outcomes. For example, selecting and applying approaches to learning that will assist learners to develop required knowledge, skills and values (Outcome 4) is likely to be linked to enabling learners to relate theory to practice whilst developing critically reflective skills (Outcome 1). Direct Observation of the candidate's practice with the learner could provide evidence in respect of both Outcomes.

Candidates should demonstrate that they have achieved the Unit Outcomes by gathering evidence from a range of sources. As far as possible for most candidates the evidence should be 'naturally occurring' during the course of their day to day activity. Where candidates are not able to rely solely on naturally occurring evidence, appropriate supplementary assessment activity such as role play or simulation will need to be developed by centres. This approach aims to reduce the need for contrived assessed activity in circumstances where Outcomes are effectively being evidenced in candidates' work. The approach aims to encourage candidates to critically reflect on the nature of what they do on a daily basis.

An example of this holistic approach to gathering evidence for all eight Units of the Award can be found in the Arrangements document.

Centres should provide advice and guidance to candidates on gathering evidence. The evidence should be presented as a coherent and logical whole rather than a collection of disparate items. Essentially, it is a record of the learning journey undertaken by candidates.

The evidence produced by candidates should demonstrate their knowledge, understanding and skills in relation to each Outcome. Overall, this should encompass a demonstration of:

- ◆ the professional performance improvements that candidates have achieved as a result of participating in this learning and related practical activities
- ◆ candidates' ability to critically evaluate and critically review their own and their learners' experiences of the learning environment
- ◆ candidates' application of relevant theories, methodologies and standards to enhance the learning environment

There may be opportunities to combine evidence for this Unit with evidence from other Units, especially where candidates are undertaking a relevant Group Award or a number of Units as part of a programme of Continuous Professional Development.

Higher National Unit specification: support notes (cont)

Unit title: Facilitate Learning

Combining evidence from several Units should be encouraged wherever possible. It will give candidates the opportunity to develop a more comprehensive record of their learning, but will also highlight the close connections and relationships between the different strands involved in professional development. It may also enable candidates to make use of the same piece of evidence in different contexts.

Collection of Evidence

Assessment mechanisms should offer candidates flexibility in relation to evidence gathering against the Outcomes. Each candidate's evidence will be unique and will be expected to meet a set of minimum required content criteria as advised by the centre. Candidates are encouraged to offer fewer rather than more pieces of work to evidence several Outcomes. This is not intended to deter candidates from taking a rigorous approach to their assessment tasks, but rather to allow them scope to focus their evidence. The statement of standards for the Unit lists the mandatory Evidence Requirements, but the type of evidence candidates present for assessment is not prescribed unless specifically stated.

It is likely that content will include items covering both product and process. Evidence of support for learning can be drawn from any context across health, education and social services and involve work with individual learners and/or groups, such as through the facilitation of group supervision, or planning, delivering and/or evaluating training events. Evidence can come in a variety of forms including assignment, video, audio, presentations, witness statements etc.

Centres will advise on specific requirements but candidates will need to provide evidence of knowledge, values and skills and may include some of the following, for example:

- 1 Critically reflective narrative of the learning from the Unit as a whole. This is candidates' summary of how the evidence they have provided meets the Outcomes. It can include a clear map indicating where the evidence provided links to the Outcomes. It is likely that this will also describe what they have done well, what they might have done differently and what they need to work on in the future
- 2 Candidates' critically reflective accounts of how they have met each of the Outcomes
- 3 Evidence of direct observation of candidates' current practice with a learner or learners
- 4 Witness statements from, for example, managers, colleagues, service users, the learners themselves or practitioners in other related disciplines
- 5 Formal and informal feedback on practice from a learner or learners with whom candidates have been working
- 6 Formal and informal feedback on practice from, as appropriate, mentor, assessor, a service user, carer, peers, managers, and other professionals
- 7 A self-assessment, including critical reflection by candidates on feedback received
- 8 Product evidence to specifically demonstrate knowledge gained in relation to the purposes, design and choice of evaluation strategies and collaboration in this regard. For example, assignments, reports, extracts of minutes, supervision notes and practice documents etc

Higher National Unit specification: support notes (cont)

Unit title: Facilitate Learning

Opportunities for developing Core Skills

All elements of the Core Skill of Problem Solving at SCQF level 6, namely planning and organising, critical thinking, and reviewing and evaluating could be developed and enhanced.

Support in developing an effective research strategy for accessing and critically evaluating paper based and electronic sources of complex information will be of value. The production and discussion of initial draft documents for the completed range of evidence is a useful way to ensure the development of skills in presentation and collation of relevant materials. Although communication skills are not formally assessed, candidates should be expected to produce and present written work to a professional standard, and to communicate essential ideas and concepts effectively. Terminology and spelling used in annotation should be technically accurate. As such, opportunities exist to develop Communication at SCQF level 6. The availability of suitable software to support an effective professional presentation could further assist the development of Core Skills Information Technology.

Candidates may have the opportunity to develop the Core Skill of Working with Others as they undertake group work, and one to one supervision with their candidate. Candidates should be made aware of techniques to put subjects at ease, or to create appropriate environments, using reflective listening and non-verbal communication, including making eye contact and relaxed body language. They should know how to initiate actions confidently and in a way that progresses communication and they should continually modify and adapt their approach to produce desired effects.

Open learning

This Unit requires candidates to take responsibility for their own learning. If it is to be delivered by means of open learning it will be necessary to ensure candidates have access to relevant material to enable them to assimilate the underpinning concepts and knowledge. Candidates will also need access to guidance and support throughout the learning and development process.

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Facilitate Learning

The Unit is designed to enable you to facilitate learning for a range of learners or an individual learner, by developing learning opportunities and providing support to maximise individual potential and innovation. You will be able to foster the professional growth and personal development of learners through effective communication, facilitation and supervision skills. You will also be able to assist learners to relate theory to practice, use knowledge, skills and values relevant to their role and task and develop critically reflective skills. Your learning and work with other professionals will also be extended.

In this Unit you have to achieve four Outcomes. Collectively these Outcomes cover a range of professional skills associated with facilitating learning and assisting learners to develop knowledge, skills and values and apply theory to practice. They will involve you in nurturing and valuing the personal growth of learners with different learning styles, experience, needs and abilities. They will enable you to provide support through mentoring, supervision and/or teaching and to involve other professionals, as relevant to role and task, to aid your learners' development.

The overall purpose of the Unit is to give you the ability to facilitate someone else's learning by supporting their learning process, by finding a range of learning opportunities (eg observational, particular tasks, doing with others and doing alone, reading, training courses, thinking time, written work) which increase learners' professional and personal development and to improve their use of theory in practice as well as encouraging an inter-professional way of thinking and working.

On successful completion of this Unit, you will be able to select and apply approaches to learning that will assist learners to develop their knowledge, skills and values and relate theory to practice whilst developing critically reflective skills. You will also be able to use effective communication and supervision skills to support learners' professional and personal development and facilitate and cultivate the ethos of inter-professional learning and working.

The assessment for the Unit requires you to produce evidence that you can critically analyse the development of effective learning processes and the provision of facilitative relationships with learners in order to educate them in the application of theory, critical thinking and critical analysis whilst using knowledge and skills appropriate to the task and also identify and critically analyse the factors which impact on learning and the effectiveness of inter-professional working. It is important that you gather this evidence from your ongoing practice with learners and build a collection of evidence of your work. This tool should offer you flexibility in relation to evidence gathering against the Outcomes. Your collection of evidence will be unique, although it will be expected to meet a set of minimum required content criteria as advised by the centre and will include evidence of knowledge, values and skills. You can use evidence from any context across health, education and social services and involve work with individual learners and/or groups, such as through the facilitation of group supervision, or planning, delivering and/or evaluating training events.

General information for candidates

Unit title: Facilitate Learning

Your evidence collection is likely to consist of several different types of item covering both product and process. Centres will advise you about any specific requirements. Some examples of items of evidence you might provide are:

- ◆ critically reflective accounts of how you have met each of the Outcomes
- ◆ witness testimony from others involved in the learning process (learners, colleagues, service users, assessors, other professionals, university or college tutors etc)
- ◆ product evidence to specifically demonstrate knowledge gained eg exercises used to assist learners to critically appraise good practice in a variety of practice specific contexts. For example, assignments/exercises, reports, extracts of minutes, supervision notes and practice documents etc
- ◆ a critically reflective narrative of learning from the Unit as a whole
- ◆ video, audio, presentations

If you take this Unit in conjunction with one or more other Units, you may be able to present evidence for more than one Unit at the same time. In this way, you can provide a much fuller record of several interconnected aspects of your personal development. It is possible, therefore, to use evidence generated as part of this Unit to gain credit for more than one Unit.