

## **Unit L&D2          Identify Individuals' Learning and Development Needs (FD3P 04)**

**Source: Learning and Development Standard 2**

### **What this Unit is about**

This Unit is about carrying out learning and development needs analysis for individual learners.

The types of activities the candidate will be involved in include:

- 1    Preparing to analyse individual learning and development needs
- 2    Analysing individual learning and development needs
- 3    Agreeing learning and development needs with the individual

To achieve this Unit the candidate is required to carry out learning and development needs analysis with at least two different individuals.

The candidate's knowledge will be assessed by taking part in a discussion with their assessor, or answering questions (written or oral), or providing a candidate statement, or a combination of all of these.

The candidate's performance will be assessed by the assessor looking at products of work, for example:

- ◆    Written plans for the learning and development needs analysis.
- ◆    The information they have collected through, for example, initial assessments and interviews with the learner etc.
- ◆    Written analysis and reports.

Their assessor will also observe the candidate providing feedback to the learners and agreeing their learning and development needs.

## Terminology

Within this Unit the following explanations and examples apply:

Assess and manage risk	<i>This could be a formal and written risk assessment but could be informal and dynamic — monitoring and controlling risk on an ongoing basis.</i>
Learner achievements	<i>These could be formal, eg, examination grades or informal, eg, periods of work experience and skills and knowledge gained through these.</i>
Requirements	<i>These could be the requirements of the practitioner's own organisation or those of an external organisation, such as a funding body or awarding organisation.</i>
Risk	<i>This includes health and safety risks but may also include, for example, the risk of initial assessment methods not being accurate or evidence of past achievement not being authentic.</i>
Safe	<i>This includes physical safety as well as emotional well-being.</i>

<b>Performance</b>	<b>Knowledge</b>
<b>What the candidate must do:</b>	<b>What the candidate must know:</b>
<p><b>1 Prepare to analyse individual learning and development needs</b></p> <p>(a) Identify the learner's objectives, motivation to learn and any requirements relevant to the learning needs analysis.</p> <p>(b) Review the learner's achievements, evaluating these against relevant objectives and requirements.</p>	<p>1 The principles that underpin learning needs analysis for individual learners.</p> <p>2 Why it is important to identify a learner's objectives and motivation to learn when analysing their learning needs.</p> <p>3 Other requirements from organisations or external agencies that may affect a learning needs analysis.</p> <p>4 Methods of reviewing a learner's formal and informal achievements.</p> <p>5 Methods of giving recognition for prior learning and achievement.</p>
<p><b>2 Analyse individual learning and development needs</b></p> <p>(a) Use safe, reliable and valid methods to assess the learner's capabilities and potential.</p> <p>(b) Analyse the learner's capabilities and potential in the context of their objectives and other requirements.</p>	<p>1 Methods, which include the appropriate use of technology, to carry out an initial assessment of capability and potential.</p> <p>2 How to select initial assessment methods which are safe, reliable and valid for the learner and their objectives.</p> <p>3 How to assess and manage risk when carrying out initial assessments.</p> <p>4 Issues related to equality and diversity that may affect an individual learning needs analysis and how to address these.</p> <p>5 Who to make agreements with and the issues to consider when prioritising an individual's learning needs.</p> <p>6 The communication and personal skills that practitioners need when identifying individuals' learning needs.</p>

Performance	Knowledge
What the candidate must do:	What the candidate must know:
<p><b>3 Agree learning and development needs with the individual</b></p> <p>(a) Agree and prioritise the learner's learning needs.</p> <p>(b) Support learners in identifying their own preferred ways of learning.</p> <p>(c) Give the learner constructive and realistic feedback on their expectations and possible learning and development opportunities.</p> <p>(d) Maintain confidentiality agreements.</p>	<ol style="list-style-type: none"> <li>1 Preferred ways of learning and how these may affect choices about possible learning and development opportunities.</li> <li>2 Different methods of supporting learners to identify their preferred ways of learning, and how to use this information to support their learning.</li> <li>3 Different methods of providing feedback to a learner on the outcomes of the learning needs analysis, and the advantages and disadvantages of these methods.</li> <li>4 Why confidentiality is important when identifying learning needs and what information to safeguard.</li> </ol>