

## **Unit L&D6            Manage Learning and Development in Groups (FD3W 04)**

**Source: Learning and Development Standard 6**

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

This Unit is about using a range of methods to enable group members to learn and develop in a safe and supportive learning environment.

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

- 1    Managing an effective group environment for learning and development
- 2    Facilitating learning and development in groups using a range of methods

To achieve this Unit the candidate is required to deliver at least two group learning sessions. Across these sessions the candidate will be expected to use at least three of the following delivery methods:

- ◆ presentations
- ◆ instructions
- ◆ demonstrations
- ◆ opportunities for learners to apply knowledge and practise skills
- ◆ experiential learning

They will also have to show that they know how to use the others.

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 observing the learning and development sessions that they manage and the methods they use.

## Terminology

Within this Unit the following explanations and examples apply:

Delivery methods	<i>Any method that supports learning and development, for example, presentations, instructions, demonstrations, opportunities to apply knowledge and practise skills, experiential learning.</i>
Environment	<i>This includes the physical environment in which learning and development takes place but also covers group dynamics and behaviour.</i>
Health and safety	<i>This includes physical health and safety as well as emotional well-being.</i>
Outcomes	<i>These could be outcomes for the group as a whole, for example, enabling team effectiveness, and/or outcomes for the individuals who make up the group, for example, individual skill acquisition.</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>
Resources	<i>This covers any physical or human resource that supports the learning and development process and could include technical equipment, Information Technology-based learning, handouts, workbooks, people, for example, outside speakers, and visits to places of interest.</i>
Risk	<i>This refers to any risk to the effective facilitation of the group. Risks may be to individual learners, to the group as a whole or to those facilitating. This includes health and safety risks but may also include, for example, the risk of delivery methods not being appropriate.</i>
Other people	<i>This refers to others who may be involved in, or affected by, the learning activities, for example, staff members, volunteers, assistants or people in the same area.</i>

Performance	Knowledge
What the candidate must do:	What the candidate must know:
<p><b>1 Manage an effective group environment for learning and development</b></p> <p>(a) Manage a group environment in which individuals feel valued, supported, confident and able to learn.</p> <p>(b) Communicate with learners in a way that meets individual and group needs.</p> <p>(c) Make learners aware of the outcomes they are expected to achieve and how the planned activities will support these.</p>	<p>1 The learners' needs, requirements and planned outcomes relevant to their own areas of work.</p> <p>2 The characteristics of a group environment that foster learning and development for all those involved.</p> <p>3 Different techniques to manage group dynamics.</p> <p>4 Aspects of equality, diversity and, where relevant, bilingualism, that need to be addressed when facilitating learning and development in groups.</p> <p>5 Different ways of encouraging behaviour and values that foster mutual respect and support the learning and development process.</p> <p>6 The importance of own communication skills and different ways to communicate effectively with groups, and individuals within groups.</p>
<p><b>2 Facilitate learning and development in groups using a range of methods</b></p> <p>(a) Balance and adjust delivery to meet individual needs while achieving planned group outcomes and agreements.</p> <p>(b) Use a range of delivery methods, activities and resources to meet the needs of all group members, as appropriate to planned outcomes.</p> <p>(c) Monitor learner response and use appropriate strategies to motivate learners individually and collectively.</p> <p>(d) Encourage effective communication within the group.</p> <p>(e) Maintain the health and safety of learners, self and other people.</p>	<p>1 The types of learning resources available, including those that are technology enhanced, that can support learning and development in groups.</p> <p>2 The factors to consider when selecting and using learning and development resources to facilitate learning and development in groups.</p> <p>3 The range of delivery methods appropriate to learning in groups.</p> <p>4 How to co-ordinate learning and development activities to meet individual and group needs.</p> <p>5 The types of motivational strategies that would support group and individual learning and how to select these according to identified needs.</p> <p>6 Techniques that can be used to monitor learner response.</p> <p>7 Different ways of adapting delivery according to learner response whilst still achieving planned outcomes and agreements.</p> <p>8 How to assess and manage risk in own area of work whilst facilitating learning and development in groups.</p>