



The Qualification Structure in Learning and Development comprises six S/NVQs at levels 3, 4 and 5.

Three of these qualifications have been developed in partnership with government, training companies, and employers to raise the standard of delivery of those practitioners and organisations who deliver government funded training programmes. These are identified with a \*.

## Level Three in Learning and Development

11 Units

7 Mandatory Units

G3	Evaluate and develop own practice
L3	Identify individual learning aims and programmes
L5	Agree learning programmes with learners
L6	Develop training sessions
L9	Create a climate that promotes learning
L16	Monitor and review progress with learners
L18	Respond to changes in learning and development

Plus 2 Optional Units from:

L10	Enable learning through presentations
L11	Enable learning through demonstrations and instruction
L12	Enable individual learning through coaching
L13	Enable group learning

Plus 2 Optional Units from:

L4	Design learning programmes
L7	Prepare and develop resources to support learning
L14	Support learners by mentoring in the workplace
L15	Support and advise individual learners
L20	Support competence achieved in the workplace
L23	Support how basic skills are delivered in the workplace
L24	Support people learning basic skills in the workplace
A1	Assess candidates using a range of methods
A2	Assess candidates' performance through observation



## \*Level Three in Direct Training and Support

Nine Units

Six Mandatory

G3	Evaluate and develop own practice
L3	Identify individual learning aims and programmes
L5	Agree learning programmes with learners
L6	Develop training sessions
L16	Monitor and review progress with learners
L9	Create a climate that promotes learning

Two from Option Set A

L10	Enable learning through presentations
L11	Enable learning through demonstrations and instruction
L12	Enable individual learning through coaching
L13	Enable group learning

One from Option Set B

L14	Support learners by mentoring in the workplace
L15	Support and advise individual learners
A1	Assess candidates using a range of methods
L20	Support competence achieved in the workplace
H+S D	Review health and safety procedures in the workplace

Alternatively 3 from Option A and none from Option B



## Level Four in Learning and Development

12 Units

8 Mandatory Units

G2	Contribute to learning within the organisation
G3	Evaluate and develop own practice
L4	Design learning programmes
L5	Agree learning programmes with learners
L8	Manage the contribution of other people to the learning process
L9	Create a climate that promotes learning
L17	Evaluate and improve learning and development programmes

Either L3 or L2

L3	Identify individual learning aims and programmes
L2	Identify the learning and development needs of the organisation

Plus 4 Optional Units from:

L7	Prepare and develop resources to support learning
L13	Enable group learning
L14	Support learners by mentoring in the workplace
L15	Support and advise individual learners
L16	Monitor and review progress with learners
L18	Respond to changes in learning and development
L19	Provide learning and development in international settings
L21	Plan how to provide basic skills in the workplace
L22	Introduce training for basic skills in the workplace
A1	Assess candidates using a range of methods
A2	Assess candidates' performance through observation
V1	Conduct internal quality assurance of the assessment process



## \*Level 4 in Management of Learning and Development Provision

Eight Units, Six Mandatory

L1	Develop a strategy and plan for learning and development
P2	Develop a strategy and plan to provide all people resources for the organisation
L2	Identify the learning and development needs of the organisation
L17	Evaluate and improve learning and development programmes
G3	Evaluate and develop own practice
C13 (MSC)	Manage the performance of teams and individuals

Plus 2 Optional Units from

L3	Identify individual learning aims and programmes
L4	Design learning programmes
L8	Manage the contribution of other people to the learning process
L7	Prepare and develop resources to support learning
V1	Conduct internal quality assurance of the assessment process
B3 (MSC)	Manage the use of financial resources
H+S D	Review health and safety procedures in the workplace



## \*Level 4 in Co-ordination of Learning and Development Provision

Seven Units

Six mandatory

L3	Identify individual learning aims and programmes
L4	Design learning programmes
L5	Agree learning programmes with learners
L8	Manage the contribution of other people to the learning process
L17	Evaluate and improve learning and development programmes
G3	Evaluate and develop own practice

Plus One optional Unit from

L9	Create a climate that promotes learning
L7	Prepare and develop resources to support learning
L15	Support and advise individual learners
L16	Monitor and review progress with learners
L2	Identify the learning and development needs of the organisation
V1	Conduct internal quality assurance of the assessment process
H+S D	Review health and safety procedures in the workplace



## Level 5 in Learning and Development

12 Units

8 Mandatory Units

New Unit Reference	Unit Title
G2	Contribute to learning within the organisation
G3	Evaluate and develop own practice
L1	Develop a strategy and plan for learning and development
L2	Identify the learning and development needs of the organisation
L18	Respond to changes in learning and development
P8	Develop a strategy and plan for the promotion of equality of opportunity and diversity
A7 (MSC)	Establish strategies to guide the work of your organisation

Either B5 or B3

B5 (MSC)	Secure financial resources for your organisation's plans
B3 (MSC)	Manage the use of financial resources

Plus 4 Optional Units from:

L4	Design learning programmes
L8	Manage the contribution of other people to the learning process
C13 (MSC)	Manage the performance of teams and individuals
A8 (MSC)	Evaluate and improve organisational performance
P13	Design, deliver and evaluate changes to organisational structure
C11 (MSC)	Develop management teams
L17	Evaluate and improve learning and development programmes