

Unit L&D5 Develop and Prepare Resources for Learning and Development (FD3V 04)

Source: Learning and Development Standard 5

What this Unit is about

This Unit is about preparing resources to support learning and development. It covers developing resources 'from scratch' as well as adapting and preparing existing resources to meet the needs of learners. It also covers the preparation of resources including the learning environment, learning materials and equipment used to support learning.

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

- 1 Planning learning and development resources
- 2 Preparing learning and development resources

To achieve this Unit the candidate is required to plan and prepare learning and development resources for at least two different learning and development opportunities for learners.

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 their assessor looking at products of work, for example:

- ◆ The candidate's plans for developing new resources, including identifying the needs of learners.
- ◆ The learning resources they have developed, including instructions for their use.
- ◆ Adaptations the candidate has made to existing learning resources.
- ◆ Records of how the candidate tested and amended learning resources.

Terminology

Within this Unit the following explanations and examples apply:

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 and visits to places of interest.</i>
Target group	<i>Those learners who will be using the resources.</i>

Performance What the candidate must do:	Knowledge What the candidate must know:
<p>1 Plan learning and development resources</p> <p>(a) Agree the range and purpose of resources required.</p> <p>(b) Identify the resource needs of the individuals or groups that the resources are being prepared for.</p>	<p>1 The different types of resources that can be used to support learning across the full range of the training cycle.</p> <p>2 The range of resources available to support different types of needs.</p> <p>3 The importance of distinguishing between different user needs and the factors which are important in selecting and developing resources to meet these needs.</p> <p>4 How to identify costs and timescales for resource development.</p> <p>5 The factors which are important in selecting and developing resources to meet the needs of different learners, taking account of the need for equality and diversity.</p> <p>6 The legislative, safety and professional guidelines relating to the development and adaptation of resources, including those relating to intellectual property, copyright and patents.</p> <p>7 How to develop simulated exercises that replicate real working challenges.</p> <p>8 The contribution and challenges that technology can make to the development and adaptation of different types of resources and the challenges posed by these.</p>
<p>2 Prepare learning and development resources</p> <p>(a) Identify and develop resources which are appropriate to the target group and the purpose for which they are required.</p> <p>(b) Ensure anyone else who is using the resources receives the necessary guidance.</p> <p>(c) Ensure adaptations to existing resources are consistent with learning needs and professional practice.</p> <p>(d) Ensure resources are consistent with legislative, safety, equality and diversity and professional guidelines.</p> <p>(e) Make sure that resources are checked and tested to ensure they meet required standards and learner needs.</p>	<p>1 The factors that need to be considered in the effective preparation and development of learning resources, including those for the learning environment, learning materials and equipment.</p> <p>2 How to ensure that the language, style and format of the materials are appropriate to the needs of the learners.</p> <p>3 How to set-up and use equipment to support learning and development.</p> <p>4 How to develop guidance for the use of resources and how to encourage consistent application.</p> <p>5 The types of adaptations that could be made to resources to make them more appropriate to learning needs and user requirements.</p> <p>6 The importance of checking and testing resources to make sure they are of the required standard and how to do this effectively.</p> <p>7 How to make adaptations to the learning environment to support the learning process.</p> <p>8 The preparation, support and qualifications that staff require to contribute effectively to learning and development activities within own area of responsibility.</p>