

Unit L&D7 Facilitate Individual Learning and Development (FD3X 04)

Source: Learning and Development Standard 7

What this Unit is about

This Unit is about using a range of methods to enable individuals to acquire or improve skills and knowledge and practise their application in context. It also covers providing feedback to learners and encouraging them to reflect on and improve what they do. This Unit could be achieved as part of a coaching and/or mentoring relationship.

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

- 1 Planning and preparing for individual learning and development
- 2 Facilitating individual learning and development using a range of methods
- 3 Helping the learner to reflect on their learning experience

To achieve this Unit they are required to facilitate learning and development with at least two individual learners. When working with the learners they will be expected to use at least three of the following delivery methods:

- ◆ coaching
- ◆ instructions
- ◆ demonstrations
- ◆ opportunities for learners to apply knowledge and practise skills

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

Their knowledge will be assessed by the candidate 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.

Their performance will be assessed by their assessor observing the individual learning and development that they manage and the methods that they use.

Terminology

Within this Unit the following explanations and examples apply:

Application	<i>The process applying new or improved skills and knowledge in a real or realistic context, for example, a work situation.</i>
Goals	<i>This refers to interim targets or steps towards learners meeting overall outcomes and objectives.</i>
Health and safety	<i>This includes physical health and safety as well as emotional well-being.</i>
Learner objectives	<i>These will usually be performance objectives, for example, doing something or doing something better.</i>
Delivery methods	<i>Any method that supports individual learning and development, for example, coaching, instruction, demonstration, opportunities to apply knowledge and practise skills.</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>
Reflection/reflective practice	<i>The process of thinking critically about what we do, identifying opportunities for improvement and, where appropriate, further learning needs.</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 relates to any risk to the facilitation of learning and development. This includes health and safety but could also cover, for example, the risk of setting unrealistic goals or selecting inappropriate learning methods.</i>

Performance What the candidate must do:	Knowledge What the candidate must know:
<p>1 Plan and prepare for individual learning and development</p> <p>(a) Establish and maintain a professional relationship with the learner that supports individual learning and reflection.</p> <p>(b) Explore and agree the learner's objectives, learning needs and goals.</p> <p>(c) Agree a plan of learning, application and reflection.</p>	<p>1 The principles, uses and value of learning and development on an individual basis.</p> <p>2 The characteristics of a relationship that supports individual learning, application and reflection.</p> <p>3 Aspects of equality and diversity that need to be addressed when facilitating individual learning and development.</p> <p>4 Key factors to consider when setting and agreeing goals with individual learners.</p>
<p>2 Facilitate individual learning and development using a range of methods</p> <p>(a) Use a range of methods and resources to help the learner acquire/develop the skills and knowledge they need.</p> <p>(b) Support the learner in applying their learning in context.</p> <p>(c) Maintain the health and safety of the learner, self and other people.</p>	<p>1 The range of delivery methods appropriate to individual learning.</p> <p>2 The range of resources, including support from others, that are available to support individual learning.</p> <p>3 How technology can enhance resources and delivery methods for individual learning.</p> <p>4 How to assess and manage risk in own area of work whilst facilitating learning and development for individuals.</p>
<p>3 Help the learner to reflect on their learning experience.</p> <p>(a) Provide constructive and motivational feedback to improve the learner's application of learning.</p> <p>(b) Assist the learner to reflect on their practice and experience.</p> <p>(c) Adapt learning, application and reflection to meet further needs.</p>	<p>1 The importance of reflective practice in individual learning and development.</p> <p>2 The range of techniques that can be used to encourage reflective practice by the learner.</p> <p>3 How to support different types of learners in applying new or enhanced learning in context.</p> <p>4 The types of barriers that learners encounter and how to develop strategies to overcome these.</p> <p>5 How to adapt learning plans in response to learner progress and reflection whilst still focusing on learner needs and desired outcomes.</p>