

## **Unit L&D4            Plan and Prepare Specific Learning and Development Opportunities (FD3T 04)**

**Source: Learning and Development Standard 4**

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

This Unit is about planning and preparing specific/individual learning and development opportunities, for example, formal training sessions or informal experiences such as periods in the workplace.

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

- 1 Planning specific learning and development opportunities
- 2 Organising resources and arrangements for specific learning and developing opportunities

To achieve this Unit the candidate is required to plan and prepare two different specific learning and development opportunities (sessions, work-based learning opportunities etc).

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 opportunities, for example, lesson plans, which also show how resources will be allocated and used.
- ◆ Information for learners.
- ◆ Notes or correspondence showing how other arrangements have been made.
- ◆ Risk assessments.
- ◆ Budgets and other resource requirements.

Products of work will also be supplemented by a discussion between the candidate and assessor.

## 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, group and individual projects and research.</i>
Learning and development opportunities	<i>Any event that assists the acquisition of skills and knowledge. This includes formal sessions as well as experiences such as visits, time spent in the workplace, personal research etc.</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>
Resources	<i>This covers any physical or human resource that supports the learning and development process and could include technical equipment, IT-based learning, handouts, workbooks, people, for example, outside speakers, and visits to places of interest.</i>
Risk assessments	<i>This could be a formal and written risk assessment but could be informal and dynamic — monitoring and controlling risk on an ongoing basis. Risk includes health and safety but may also cover, eg, finance, availability of resources etc.</i>

<b>Performance</b>	<b>Knowledge</b>
<b>What the candidate must do:</b>	<b>What the candidate must know:</b>
<p><b>1 Plan specific learning and development opportunities</b></p> <p>(a) Identify the purpose and outcomes of specific learning and development opportunities in relation to agreed goals.</p> <p>(b) Identify how specific learning and development opportunities will be delivered and/or facilitated and managed.</p> <p>(c) Ensure plans are appropriate to identified learning needs and meet organisational and legal requirements.</p>	<ol style="list-style-type: none"> <li>1 The importance of having clear outcomes for specific learning and development opportunities.</li> <li>2 Options for delivering and/or facilitating different types of learning and development opportunities.</li> <li>3 Factors to consider in selecting suitable delivery and facilitation methods.</li> <li>4 The range of planning considerations relevant to ensuring that equality, diversity and where relevant, bilingualism needs are met.</li> <li>5 Factors that need to be considered in the management of different learning and development opportunities and how to deal with these factors.</li> </ol>
<p><b>2 Organise resources and arrangements for specific learning and development opportunities</b></p> <p>(a) Identify the resources needed to deliver and/or facilitate specific learning and development opportunities.</p> <p>(b) Ensure preparations and arrangements for delivery and/or facilitation, management and evaluation are carried out in sufficient time.</p> <p>(c) Communicate aims and objectives to learners.</p>	<ol style="list-style-type: none"> <li>1 The resources, including technology, available to support delivery and/or facilitation and management of learning and development opportunities.</li> <li>2 The advantages and disadvantages of different types of resources in meeting learner needs.</li> <li>3 The types of preparations that need to be undertaken for different learning opportunities and why each of these is important.</li> <li>4 How to carry out a risk assessment in relation to planning for specific learning and development opportunities, and the contingencies which should be put in place in response to risk assessments.</li> <li>5 The operational requirements that should be considered in planning specific learning and development opportunities, including organisational, health and safety, budgetary and legislative guidelines.</li> <li>6 Different methods of communicating aims and objectives to learners.</li> </ol>