

# Learning and Development

10229 – OCR Level 3 Award in in Facilitating Learning and Development

10230 – OCR Level 3 Certificate in Learning and Development

## Key features

- Learners can achieve a professionally recognised qualification that is high in demand
- The qualifications are accredited onto the Qualifications and Credit Framework
- All units have a level and a credit value assigned and can be achieved independently
- There is an opportunity for both full award and unit certification
- the Level 3 Certificate integrates with the Level 3 Awards and Certificate in Assessment by including their units within optional groups. Therefore, any candidate who achieves one or more of the level 3 assessment qualifications will have some credit towards the Level 3 Certificate in Learning and Development.

## Introduction

The Learning and Development qualifications are designed for candidates who facilitate learning and development by; identifying the learning needs of individuals, preparing learning and development resources, and by creating an engaging learning environment. The candidates may be involved with developing and assessing the skills, knowledge and competence of learners primarily in the workplace or in work-related programmes of learning.

It is recognised that employment in a learning and development role involves a diverse range of functions, tasks and activities which are constantly developing in light of technological advances and changes in working practices. Learning and development may involve more specialised tasks such as evaluation and the analysis of data or delivery of training using information technology. It is recognised that individuals and employers must be responsible for gaining the skills needed to meet ever changing business objectives, which will in turn lead to improvement in efficiency and effectiveness throughout organisations.

Each of the qualifications contains a unit covering knowledge and understanding of the Learning and Development Cycle, its phases and their importance. In addition, the Level 3 Award in Facilitating Learning and Development and the Level 3 Certificate both require the practitioner to demonstrate in practice that they can implement one or more phases of the Cycle when working with learners.

## Target audience

The **Level 3 Award in Facilitating Learning and Development** qualification is suitable for:

- Candidates who are entering the field of learning and development practice and need to demonstrate a minimum 'threshold' level of competence to facilitate learning and development of limited scope;
- Candidates who have learning and development practice as a small part of their overall job responsibilities – for example as experienced workers or team leaders working with new staff or trainees or as workplace coaches/mentors working with apprentices;
- Work-based assessors who facilitate the development of as well as assess people and wish to supplement their assessment qualification.

The **Level 3 Certificate in Learning and Development** qualification is suitable for:

- Learning and development practitioners who cover several phases of the learning and development cycle in their work (at level 3), probably as a major part of their work role;
- Candidates who have achieved one of the Level 3 Awards and wish to develop their practice further.

The types of job roles that these qualifications apply to may include:

- in-house trainers and training managers
- external trainers, managers and consultants
- workplace managers and supervisors
- experienced staff with responsibility for developing colleagues with less experience, skills and knowledge
- assessors
- verifiers.

## Qualification content

### Level 3 Award in Facilitating Learning and Development

**QN: 600/2663/7**

Candidates must achieve a total of 12 credits made up as follows:

- 1 unit from mandatory Group A, candidates must achieve 6 credits
- 1 unit from Optional Group B, candidates must achieve 6 credits

#### Group A - Mandatory Units

OCR Unit No.	Unit Title	Unit ref No. (URN)	Credit value	Level	GLH
1	Understanding the principles and practices of learning and development	Y/502/9541	6	3	25

#### Optional Group B

OCR Unit No.	Unit Title	Unit ref No. (URN)	Credit value	Level	GLH
9	Facilitate learning and development in groups	F/502/9548	6	3	25
10	Facilitate learning and development for individuals	J/502/9549	6	3	25

## Level 3 Certificate in Learning and Development

### QN: 600/2664/9

To achieve this qualification, candidates must achieve a total of 30 credits made up as follows:

- 2 units from mandatory Group A, candidates must achieve 12 credits.
- 6 credits from optional Group B.
- 12 credits from optional Group B or C.

If selected each of unit 15 and 16 must be taken in combination with unit 14. However unit 14 can be taken without being linked to any other units.

#### Group A - Mandatory Units

OCR Unit No.	Unit Title	Unit ref No. (URN)	Credit value	Level	GLH
1	Understanding the principles and practices of learning and development	Y/502/9541	6	3	25
2	Reflect on and improve own practice in learning and development	J/502/9552	6	4	25

#### Optional Group B

OCR Unit No.	Unit Title	Unit ref No. (URN)	Credit value	Level	GLH
9	Facilitate learning and development in groups	F/502/9548	6	3	25
10	Facilitate learning and development for individuals	J/502/9549	6	3	25

#### Optional Group C

OCR Unit No.	Unit Title	Unit ref No. (URN)	Credit value	Level	GLH
5	Identify individual learning and development needs	K/502/9544	3	3	24
7	Plan and prepare specific learning and development opportunities	T/502/9546	6	3	20
8	Develop and prepare resources for learning and development	A/502/9547	6	4	25
12	Engage learners in the learning and development process	F/502/9551	6	3	30
13	Evaluate and improve learning and development provision	L/502/9553	6	4	25
14	Understanding the principles and practices of assessment	D/601/5313	3	3	24
15	Assess occupational competence in the work environment (must be paired with unit 14)	H/601/5314	6	3	30
16	Assess vocational skills, knowledge and understanding (must be paired with unit 14)	F/601/5319	6	3	30
19	Provide information and advice to learners and employers	R/502/9554	3	3	20
20	Engage with employers to develop and support learning provision	Y/502/9555	6	3	25
21	Understanding the employing organisation	R/600/1764	3	3	23

## Progression opportunities

These qualifications have been designed to encourage progression:

- from the Level 3 Award in Facilitating Learning and Development to the Level 3 Certificate in Learning and Development
- from the Level 3 Certificate in Learning and Development to the Level 4 Award in Learning and Development
- to the Level 4 Award in Learning and Development to the Level 4 Diploma in Learning and Development.

## Forms of assessment

These qualifications are competence-based. This means that they are linked to a person's ability to competently perform a range of tasks connected with their work.

These qualifications are internally assessed and internally verified by centre staff and externally verified by OCR Assessors.

## Certification

Candidates can gain either unit or full qualification certificates.

The full award certificate will detail the qualification title and the Ofqual accreditation information.

The unit certificate will also detail the credit value of the unit achieved.

## Qualification support

OCR's website, [www.ocr.org.uk](http://www.ocr.org.uk), contains an area dedicated to these qualifications. The *Centre Handbook* can also be downloaded from this web page. If you need clarification on any aspect of the assessment or administration of these qualifications, please contact OCR's Customer Contact Centre on **024 76 851509** or at [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk).

## What to do next?

To seek approval to offer the qualification(s), please apply online following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our Customer Contact Centre by phone: **(024 7685 1509)**; email: [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk); or in writing: OCR Customer Contact centre, OCR, Coventry Office, Westwood Way, Coventry, CV4 8JQ.

[www.ocr.org.uk](http://www.ocr.org.uk)

OCR customer contact centre

### Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

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