Unit Title:	**Identify individual learning and development needs**
OCR unit number:	43
Sector unit number:	L&D2
Level:	3
Credit value:	3
Guided learning hours:	24
Unit reference number:	K/502/9544

Unit purpose and aim

The aim of this unit is to assess a learning and development practitioner's understanding of and competence in carrying out a learning or training needs analysis for an individual. 'Practitioner' means anyone with a learning and development responsibility as part of their role.

Learning Outcomes	Assessment Criteria	Teaching Content
The Learner will: 1 Understand the principles and practices of learning needs analysis for individuals	**The Learner can:** 1.1 Explain the principles and practices of learning needs analysis for individuals 1.2 Analyse the factors that influence individual learning needs, preferences and styles 1.3 Compare methods used to assess individual learning needs	AC1.1 • The purpose of a learning needs analysis • The data required to carry it out • How to gather and collate the information required • How to interpret and analyse the data gathered AC1.2 • Learning styles and how they affect learning – eg - Kolb - Honey and Mumford - Others • What the various learning styles are – eg - activist - pragmatist - reflector - theorist - visual - auditory - kinaesthetic - others

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Learning Outcomes	Assessment Criteria	Teaching Content
		and how to adapt practice to meet differing needs • Multiple Intelligence theory AC1.3 • The methods available to identify learning needs • The potential advantages and disadvantages of each
2 Be able to conduct learning needs analysis for individuals	2.1 Agree the purpose, aims and methodology of the learning needs analysis with individuals 2.2 Apply learning needs analysis methodology to assess the individual's current level of achievement and potential 2.3 Analyse learning needs and communicate to the learner	AC2.1 • Explanations of the purpose of a learning needs analysis to different learners • Explanations to different learners of what it entails and how it will be carried out AC2.2 • Records of learning needs analysis carried out with different learners AC2.3 • Records of providing different learners with feedback from a learning needs analysis • Records of discussions with different learners about their learning needs
3 Be able to agree individual learning and development needs	3.1 Agree and prioritise individual learning and development needs 3.2 Advise individuals about learning and development options to meet: - learner priorities - learning preferences - learning styles	AC3.1 • Obtaining agreement from different learners on their learning needs • Records of how learning needs of learners are prioritised and why • Development plans agreed with different learners AC3.2 • Records of giving advice to different learners on a range of opportunities, inside the organisation, outside the organisation and how to access them • Records of discussions with different learners on how their individual learning needs could be met

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Assessment

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of the knowledge and understanding.

Evidence requirements

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Guidance on assessment and evidence requirements

Please refer to the OCR Centre Handbook available from the OCR website www.ocr.org.uk.

You should refer to the '*Admin Guide: Vocational Qualifications* (A850)' for *Notes on Preventing Computer-Assisted Malpractice*.

This unit assesses occupational competence. Evidence for learning outcomes 2 and 3 must come from performance in the work environment. Simulations, projects or assignments are not allowed.

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

Occupational standards	**Unit number**	**Title**
Learning and Development	2	Identify individuals' learning needs

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✓	Representing		Use ICT systems	
Reading	✓	Analysing		Find and select information	
Writing	✓	Interpreting		Develop, present and communicate information	

Resources

Stationery or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc. might be of help, but you are not expected to reproduce other people's written work.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk.

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