Unit Title:	**Plan and prepare specific learning and development opportunities**
OCR unit number:	44
Sector unit number:	L&D4
Level:	3
Credit value:	6
Guided learning hours:	20
Unit reference number:	T/502/9546

Unit purpose and aim

The aim of this unit is to assess a learning and development practitioner's competence in planning and preparing learning and development - for example formal training sessions or informal experiences such as periods in the workplace.

Learning Outcomes	Assessment Criteria	Teaching Content
The Learner will: 1 Be able to plan learning and development opportunities	**The Learner can:** 1.1 Agree the purpose and outcomes of learning and development to meet learner needs 1.2 Plan the delivery of specific learning and development opportunities to meet needs 1.3 Secure resources required to deliver specific learning and development opportunities 1.4 Identify organisational structures, systems and processes supporting learning and development opportunities 1.5 Assess risks to learners and their learning and development when planning specific opportunities	AC1.1 • Confirming with learner(s) and organisation what the expected outcomes are and how they can be achieved • The specific learning needs to be addressed • Opportunities available both within and outside the organisation AC1.2 • Content of plans for delivery of learning opportunities to meet specified needs AC1.3 • Identification of the resources required • Obtaining the resources required AC1.4 • The organisation's policies on learning and development. • The support required to deliver a variety of learning

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Learning Outcomes	Assessment Criteria	Teaching Content
		interventions AC1.5 • How to safeguard learners • Risk assessments for a variety of learning opportunities, within and outside the organisation • How to identify vulnerable learners • Learning styles and preferences
2 Be able to prepare specific learning and development opportunities to meet learner needs	2.1 Prepare learning and development sessions to meet learner needs 2.2 Identify resources and technologies required to deliver specific learning and development sessions 2.3 Communicate specific learning and development aims, objectives, delivery and assessment arrangements to learners	AC2.1 • Session plans devised to meet specified needs • Aims and learning objectives of sessions AC2.2 • Identification of the resources and technologies required • Obtaining the resources and technologies required AC2.3 • A variety of methods used to convey this information to learners

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*.

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This unit assesses occupational competence. Evidence for learning outcomes 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	4	Plan and prepare specific learning and development opportunities

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 .