

Unit Title:	Promote learning and development in active leisure
OCR unit number	19
Sector unit number	LM4 - 02
Level:	4
Credit value:	5
Guided learning hours:	25
Unit reference number:	K/503/0869

Unit purpose and aim

This unit covers the competence that supervisors/team leaders require to help colleagues engage with and benefit from learning and development.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Be able to encourage learning and development in an active leisure team</p>	<p>The Learner can:</p> <p>1.1 Promote the benefits of learning and development to team members</p> <p>1.2 Acknowledge team members' willingness and efforts to learn</p> <p>1.3 Encourage team members to take responsibility for their own learning and development</p>
<p>2 Be able to assist team members identify their learning needs and styles</p>	<p>2.1 Work with team members to identify and prioritise learning needs</p> <p>2.2 Help team members to identify the learning style(s) that work best for them</p>
<p>3 Be able to assist team members to plan and implement learning and development activities</p>	<p>3.1 Support team members in obtaining information on a range of possible learning activities to address identified learning needs</p> <p>3.2 Agree with team members a plan for development which includes:</p> <ul style="list-style-type: none"> - learning activities to be undertaken - the learning objectives to be achieved - the required resources and timescales
<p>4 Be able to support team members in implementing learning opportunities</p>	<p>4.1 Support team members to make use of unplanned learning opportunities</p> <p>4.2 Make use of specialist expertise in relation to identifying and providing learning for team members</p> <p>4.3 Support team members in undertaking learning activities</p> <p>4.4 Make sure any required resources are made available</p>

Learning Outcomes	Assessment Criteria
	4.5 Assist team members to overcome obstacles to learning
5 Be able to support team members in reviewing and updating learning and development plans	5.1 Evaluate, in discussion with team members, whether the learning activities they have undertaken have achieved the desired outcomes 5.2 Work with team members to: <ul style="list-style-type: none"> - update their development plan in the light of performance, - record learning activities undertaken - agree any wider changes to team members' work activities
6 Understand how to support learning and development for team members	6.1 Explain the importance of learning and development for team members in active leisure 6.2 Explain the characteristics of an environment and culture that encourages learning and development 6.3 Explain the processes involved in identifying learning and development needs for active leisure staff 6.4 Describe the range of learning activities available to colleagues in active leisure 6.5 Explain how to assist colleagues to select learning activities most appropriate to their learning and development needs 6.6 Identify the types of support that colleagues may need when they are undertaking learning and development 6.7 Explain the importance of evaluating learning and development and the techniques that can be used

Assessment

This qualification is internally assessed by centre staff and externally verified by OCR Assessors.

Candidates must provide all of the evidence identified below. All evidence must be produced independently.

Evidence requirements

For learning outcomes 1 – 4, the evidence must be gathered by the assessor observing the learner's performance in the workplace on more than one occasion. There should be sufficient observations to ensure that the learner has met all the requirements. This evidence may be gathered through a combination of at least two of the following:

- Observation (for example, team meetings or training sessions)

- testimony of others (for example, line manager or learning and development specialists or training providers)
- products of work (for example, team briefing notes or notes of team meetings, training needs analyses, learning plans developed with team members, evaluations of the outcomes of training)
- reflective account.

Simulations are not allowed.

Guidance on assessment and evidence requirements

This section provides guidance for tutors on the types of assessment activities that can be used and evidence to be produced that will ensure coverage of the learning outcomes and related assessment criteria.

Evidence can be generated in a variety of ways – through completion of OCR-devised workbooks, through centre-devised assignments, projects or tasks or through naturally occurring work-based activities. Any centre-devised assignments, projects or tasks must be cross-referenced to the appropriate learning outcomes and assessment criteria to ensure that full coverage can be achieved.

Portfolios of evidence must be produced independently and centres must confirm to OCR that the evidence is the original work of the candidate. Recording documents are provided on the website for this purpose.

National Occupational Standards (NOS) mapping/signposting

NOS can viewed at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Leisure Management NOS 2010 (SkillsActive)	A321	Provide learning opportunities for colleagues.

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	✓

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 .