Unit Title:	**Encourage learning and development**
OCR unit number:	20
Level:	4
Credit value:	3
Guided learning hours:	16
Unit reference number:	M/506/1962

Unit aim and purpose

This unit aims to develop the knowledge and skills required to encourage learning and development and introduces learners to the key principles underpinning learning and development. Upon completion of this unit, learners will be able to support and evaluate individual's learning and development.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the principles of learning and development	**The Learner can:** 1.1 Assess the role of continuous professional development (CPD) in identifying and meeting individuals' learning and development for current and future business needs 1.2 Analyse the advantages and limitations of different **learning and development methods** 1.3 Explain how to identify individuals' learning and development needs 1.4 Evaluate the role of self-reflection in learning and development	**Learning and development methods** may include: • Learning evaluation methods • Experiential learning • Role-playing • On the job training • Coaching and mentoring • Job Rotation • Secondment • Classroom • e-learning • Action learning
2 Be able to support individuals' learning and development	2.1 Promote the benefits of learning to people in own area of responsibility 2.2 Support individuals in identifying their current and likely future learning and development needs from a range of information sources 2.3 Agree with individuals the learning activities to be undertaken, ensuring they are within agreed budgets and consistent with business needs 2.4 Summarise agreed learning objectives,	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	learning activities, review mechanisms and success criteria in a personal development plan 2.5 Create an environment that encourages and promotes learning and development 2.6 Provide opportunities for individuals to apply their developing competence in the workplace	
3 Be able to evaluate individuals' learning and development	3.1 Analyse information from a range of sources on individuals' performance and development 3.2 Evaluate the effectiveness of different learning and development methods 3.3 Agree revisions to personal development plans in the light of feedback	

Assessment

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

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

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.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LDC1 CFAM&LDC2	• Identify individuals' learning needs and styles • Support individuals' learning and development

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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