

Unit Title:	Support learning and development within own area of responsibility
OCR Unit No:	51
Sector Unit No:	CCLD25
Level:	4
Credit value:	5
Guided learning hours:	25
Unit accreditation number:	M/600/9676

Unit purpose and aim

This unit will enable candidates to demonstrate their understanding of the goals and aspirations of own area of responsibility and the organisation and how they are related. The candidate will be able to use this information to identify development needs within their own team and prioritise them in line with organisational and area needs. It will also develop the candidate's ability to work with team members to identify relevant development opportunities and to monitor and review the plan in line with organisational and area needs.

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Exemplification
1 Be able to identify the learning needs of colleagues in own area of responsibility.	1.1 Identify gaps between requirements of colleagues' current or future work roles and their existing knowledge, understanding and skills. 1.2 Prioritise learning needs of colleagues. 1.3 Produce personal development plans for colleagues in own area of responsibility.	Centres must ensure that all assessment criteria are met. This may include : <ul style="list-style-type: none"> • goals and aspirations for organisation and own area or responsibility • importance and required timeline for goals and aspirations • roles and responsibilities of staff • effective ways of carrying out roles and responsibilities • skills required for recognising and analysing the strengths and weaknesses of staff • importance of the individual activities/tasks • strengths and weaknesses of tasks • learning styles

		<ul style="list-style-type: none"> • content and timescales required for personal development plans.
2 Understand how to develop a learning environment in own area of responsibility.	<p>2.1 Explain the benefits of continual learning and development.</p> <p>2.2 Explain how learning opportunities can be provided for own area of responsibility.</p>	<p>This may include:</p> <ul style="list-style-type: none"> • effect on work area of continually enhancing knowledge and skills related their own area of responsibility • organisational policies and procedures for staff development • effective communication methods for agreeing both internal and external learning and development opportunities.
3 Be able to support colleagues in learning and its application.	<p>3.1 Identify information, advice and guidance to support learning.</p> <p>3.2 Communicate to colleagues to take responsibility for their own learning.</p> <p>3.3 Explain to colleagues how to gain access to learning resources.</p> <p>3.4 Support colleagues to practise and reflect on what they have learned.</p>	<p>This may include:</p> <ul style="list-style-type: none"> • location of information, advice and guidance appropriate to staff within own area of responsibility. • appropriate formal and informal communication to give all staff opportunities for learning experiences. • organisational processes and procedures for entry to relevant learning opportunities. • value of regular discussions and reviews of progress • regular review/adjustment of development plans.
4 Be able to evaluate learning outcomes and future learning and development of colleagues.	<p>4.1 Examine with each colleague, whether the learning activities undertaken have achieved the desired outcomes.</p> <p>4.2 Support colleagues when updating their personal development plan.</p>	<p>This may include:</p> <ul style="list-style-type: none"> • How to conduct meetings with individuals to examine the plan against progress • How to ensure that the personal plan is reviewed, updated and agreed

Assessment

This unit needs to be assessed in line with the Training and Development Agency (TDA) QCF Assessment principles.

Assessment decisions for competence based learning outcomes (eg those beginning with 'Be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

This unit is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. This unit may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. This unit requires workplace assessment of occupational competence.

Competence based assessment must include direct observation as the main source of evidence.

Guidance on assessment and evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

Details of relationship between the unit and national occupational standards

Management and Leadership NOS unit D7 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).