

Learning and Development

10231 – OCR Level 4 Award in Learning and Development

10232 – OCR Level 4 Diploma in Learning and Development

Key features

- Learners can achieve a professionally recognised qualification that is high in demand
- The qualifications are accredited onto the Qualifications and Credit Framework
- All units have a level and a credit value assigned and can be achieved independently
- There is an opportunity for both full award and unit certification
- The Level 4 Diploma integrates with the Level 3 Awards and Certificate in Assessment and the Level 4 Award in Internal Quality Assurance by including their units within optional groups. Therefore, any candidate who achieves one or more of the level 3 assessment or level 4 internal quality assurance qualifications will have some credit towards the Level 4 Diploma in Learning and Development.
- The Level 4 Diploma contains a 'Management' endorsed pathway.

Introduction

The Learning and Development qualifications are designed for candidates who facilitate learning and development by; identifying the learning needs of individuals, preparing learning and development resources, and by creating an engaging learning environment. The candidates may be involved with developing and assessing the skills, knowledge and competence of learners primarily in the workplace or in work-related programmes of learning.

It is recognised that employment in a learning and development role involves a diverse range of functions, tasks and activities which are constantly developing in light of technological advances and changes in working practices. Learning and development may involve more specialised tasks such as evaluation and the analysis of data or delivery of training using information technology. It is recognised that individuals and employers must be responsible for gaining the skills needed to meet ever changing business objectives, which will in turn lead to improvement in efficiency and effectiveness throughout organisations.

Each of the qualifications contains a unit covering knowledge and understanding of the Learning and Development Cycle, its phases and their importance. In addition, both require the practitioner to demonstrate in practice that they can implement one or more phases of the Cycle when working with learners.

Target audience

The **Level 4 Award in Learning and Development** qualification is suitable for:

- Candidates who wish to get a 'grounding' in Learning and Development at a higher level as they wish to become advanced practitioners in the future but currently have no opportunity to practise at this level; are entering the field of learning and development practice and need to demonstrate a minimum 'threshold' level of competence to facilitate learning and development of limited scope;
- Candidates who wish to demonstrate a minimum 'threshold' level of competence in advanced practice or operational management of Learning and Development provision;
- Candidates who wish to demonstrate continuing professional development at this level in either Learning and Development or the management of Learning and Development provision.

The **Level 4 Diploma in Learning and Development** qualification is suitable for:

- Learning and development practitioners with relatively complex skills and significant autonomy who work across several, if not all, phases of the learning and development cycle;
- Candidates who manage Learning and Development provision at the operational level;
- Candidates whose job roles involve a mixture of practice and management.

The types of job roles that these qualifications apply to may include:

- in-house trainers and training managers
- external trainers, managers and consultants
- workplace managers and supervisors
- experienced staff with responsibility for developing colleagues with less experience, skills and knowledge
- assessors
- verifiers

Qualification content

Level 4 Award in Learning and Development

QN: 600/2665/0

Candidates must achieve a minimum of 12 credits. 6 from the Mandatory Group A and 6 credits from Optional Group B.

Group A - Mandatory Units

OCR Unit No.	Unit Title	Unit ref No. (URN)	Credit value	Level	GLH
3	Principles, theories and practices of learning and development	D/502/9542	6	4	25

Optional Group B

OCR Unit No.	Unit Title	Unit ref No. (URN)	Credit value	Level	GLH
4	Identify the learning needs of organisations	H/502/9543	6	4	30
6	Develop learning and development programmes	M/502/9545	6	4	30
13	Evaluate and improve learning and development provision	L/502/9553	6	4	25
24	Provide leadership and direction for own area of responsibility	T/600/9601	5	4	30
27	Plan, allocate and monitor work in own area of responsibility	H/600/974	5	4	19
31	Manage the achievement of customer satisfaction	A/600/9793	5	4	25

Level 4 Diploma in Learning and Development

QN: 600/2545/1

Candidates must achieve a total of forty-five (45) credits. Twelve (12) credits (two units) must be taken from the Mandatory Group A and the remaining thirty-three (33) credits can be taken from Optional Group B or C.

23 credits or more must be achieved at Level 4.

In order to achieve the management endorsement, a minimum of eighteen (18) credits must be taken from Optional Group C*. If selected, each of units 15 and 16 must be taken in combination with unit 14. However, unit 14 can be taken without being linked to any other units.

If selected, unit 18 must be taken in combination with unit 17. However, unit 17 can be taken without being linked to any other units.

Group A - Mandatory Units

OCR Unit No.	Unit Title	Unit ref No. (URN)	Credit value	Level	GLH
2	Reflect on and improve own practice in learning and development	J/502/9552	6	4	30
3	Principles, theories and practices of learning and development	D/502/9542	6	4	25

Optional Group B

OCR Unit No.	Unit Title	Unit ref No. (URN)	Credit value	Level	GLH
4	Identify the learning needs of organisations	H/502/9543	6	4	30
5	Identify individual learning and development needs	K/502/9544	3	3	24
6	Develop learning and development programmes	M/502/9545	6	4	30
7	Plan and prepare specific learning and development opportunities	T/502/9546	6	3	20
8	Develop and prepare resources for learning and development	A/502/9547	6	4	25
9	Facilitate learning and development in groups	F/502/9548	6	3	25
10	Facilitate learning and development for individuals	J/502/9549	6	3	25
11	Manage learning and development in groups	A/502/9550	6	4	30
12	Engage learners in the learning and development process	F/502/9551	6	3	30
13	Evaluate and improve learning and development provision	L/502/9553	6	4	25
14	Understanding the principles and practices of assessment	D/601/5313	3	3	24
15	Assess occupational competence in the work environment (must be paired with unit 14)	H/601/5314	6	3	30
16	Assess vocational skills, knowledge and understanding (must be paired with unit 14)	F/601/5319	6	3	30
17	Understanding the principles and practice of internally assuring the quality of assessment	T/601/5320	6	4	45
18	Internally assure the quality of assessment (must be taken in combination with unit 17)	A/601/5321	6	4	45
19	Provide information and advice to learners and employers	R/502/9554	3	3	20
20	Engage with employers to develop and support learning provision	Y/502/9555	6	3	25
22	Engage with employers to facilitate workforce development	D/502/9556	6	4	30

Optional Group C (*Management Units)

OCR Unit No.	Unit Title	Unit ref No. (URN)	Credit value	Level	GLH
23	Develop and evaluate operational plans for own area of responsibility	Y/600/9588	6	5	25
24	Provide leadership and direction for own area of responsibility	T/600/9601	5	4	30
25	Manage or support equality of opportunity, diversity and inclusion in own area of work	M/600/9628	4	3	20
26	Work productively with colleagues and stakeholders	M/600/9662	6	5	30
27	Plan, allocate and monitor work in own area of responsibility	H/600/9674	5	4	25
28	Set objectives and provide support for team members	M/600/9600	5	3	35
29	Developing collaborative relationships with other organisations	T/600/9694	7	5	30
30	Manage a budget for own area or activity or work	A/600/9695	7	5	30
31	Manage the achievement of customer satisfaction	A/600/9793	5	4	25

Progression opportunities

Candidates will be able to progress from:

- the Level 4 Award in Learning and Development to the Level 4 Diploma in Learning and Development.

Candidates selecting the management endorsement options may wish to progress on to the higher level OCR Management and Team Leading qualifications.

Forms of assessment

These qualifications are competence-based. This means that they are linked to a person's ability to competently perform a range of tasks connected with their work.

These qualifications are internally assessed and internally verified by centre staff and externally verified by OCR Assessors.

Certification

Candidates can gain either unit or full qualification certificates.

The full award certificate will detail the qualification title and the Ofqual accreditation information.

The unit certificate will also detail the credit value of the unit achieved.

Qualification support

OCR's website, www.ocr.org.uk, contains an area dedicated to these qualifications. The *Centre Handbook* can also be downloaded from this web page. If you need clarification on any aspect of the assessment or administration of these qualifications, please contact OCR's Customer Contact Centre on **024 76 851509** or at vocational.qualifications@ocr.org.uk.

What to do next?

To seek approval to offer the qualification(s), please apply online following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our Customer Contact Centre by phone: **(024 7685 1509)**; email: vocational.qualifications@ocr.org.uk; or in writing: OCR Customer Contact centre, OCR, Coventry Office, Westwood Way, Coventry, CV4 8JQ.

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

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