

Unit Title:	Plan and prepare specific learning and development opportunities
OCR unit number	7
Level:	3
Credit value:	6
Guided learning hours:	20
Unit expiry date:	31 December 2015
Unit accreditation no:	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. Preparations include allocating resources and establishing systems and arrangements. 'Delivery' means all forms of formal and informal facilitation of learning. 'Session' means all forms of learning and development event or activity within any context. 'Practitioner' means anyone with a learning and development responsibility as part of their role.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1 Be able to plan learning and development opportunities</p>	<p>The Learner can:</p> <p>1.1 Agree the purpose and outcomes of learning and development to meet learner needs</p> <p>1.2 Plan the delivery of specific learning and development opportunities to meet needs</p> <p>1.3 Secure resources required to deliver specific learning and development opportunities</p> <p>1.4 Identify organisational structures, systems and processes supporting learning and development opportunities</p> <p>1.5 Assess risks to learners and their learning and development when planning specific opportunities</p>	<p>AC1.1</p> <ul style="list-style-type: none"> 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 <p>AC1.2</p> <ul style="list-style-type: none"> Content of plans for delivery of learning opportunities to meet specified needs <p>AC1.3</p> <ul style="list-style-type: none"> Identification of the resources required Obtaining the resources required

Learning Outcomes	Assessment Criteria	Exemplification
		<p>AC1.4</p> <ul style="list-style-type: none"> • The organisation's policies on learning and development. • The support required to deliver a variety of learning interventions <p>AC1.5</p> <ul style="list-style-type: none"> • 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
<p>2 Be able to prepare specific learning and development opportunities to meet learner needs</p>	<p>2.1 Prepare learning and development sessions to meet learner needs</p> <p>2.2 Identify resources and technologies required to deliver specific learning and development sessions</p> <p>2.3 Communicate specific learning and development aims, objectives, delivery and assessment arrangements to learners</p>	<p>AC2.1</p> <ul style="list-style-type: none"> • Session plans devised to meet specified needs • Aims and learning objectives of sessions <p>AC2.2</p> <ul style="list-style-type: none"> • Identification of the resources and technologies required • Obtaining the resources and technologies required <p>AC2.3</p> <ul style="list-style-type: none"> • 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.

This unit assesses occupational competence. Evidence for the learning outcomes must come from performance in the work environment. Simulations, projects or assignments are not allowed.

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.

National Occupational Standards (NOS) mapping/signposting

Learning and Development National Occupational Standards Standard 4: Plan and prepare specific learning and development opportunities.

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 .