



steve.hayley@tcat.ac.uk
james.heath@tcat.ac.uk
catherine.lewis@tcat.ac.uk
richard.warburton@tcat.ac.uk

TELFORD COLLEGE of Arts and Technology

LEARNING & DEVELOPMENT NVQ – Level 3

WHO ARE THESE NVQs FOR?

This qualification is intended for individuals who deliver learning and development programmes and those who support learners

To achieve a full award, candidates must complete eleven units, including seven mandatory units and four optional units. Candidates choose the optional units that best suit their work situation and job role.

Like all NVQs this qualification 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. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

WHAT IS THE STRUCTURE OF THE NVQS?

To achieve a full **Level 3 NVQ in Learning & Development**, the candidate must complete eleven units in total. These are drawn from seven mandatory units, and four optional units. At least 2 optional units must be from Group A and two Unit from Group B. (Only 1 from A1 or A2 can be chosen)

Mandatory Units

- 6 Evaluate and develop own practice
- 10 Identify individual learning aims and programmes
- 12 Agree learning programmes with learners
- 13 Develop training sessions
- 16 Create a climate that promotes learning
- 23 Monitor and review progress with learners
- 25 Respond to changes in learning and development

Optional Units

Optional Units - Group A

- 17 Enable learning through presentations
- 18 Enable learning through demonstrations and instruction
- 19 Enable individual learning through coaching
- 20 Enable group learning

Optional Units – Group B

- 1 (A1) Assess Learners using a range of methods
- 2 (A2) Assess Learners' performance through observation
- 11 Design learning programmes
- 14 Prepare and develop resource to support learning
- 21 Support learners by mentoring in the workplace
- 22 Support and advise individual learners
- 27 Support competence achieved in the workplace
- 30 Support how basic skills are delivered in the workplace
- 31 Support people learning basic skills in the workplace

Telford College is committed to a policy of promoting equality of opportunity and access through its services. There are specific policies on disability, race and gender as well as the Colleges – Equality and Diversity Policy – please contact Student Services for copies on 01952 642237 or visit our website at www.tcat.ac.uk

The Information, Advice and Guidance distributed by Telford College is monitored by the College's Advice and Guidance Network. The College works to the National Information, Advice and Guidance standards of MATRIX.

where great futures begin

Haybridge Road • Wellington • Telford • Shropshire • TF1 2NP