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TELFORD COLLEGE of Arts and Technology



LEARNING & DEVELOPMENT NVQ – Level 4

WHO ARE THESE NVQs FOR?

This qualification is intended for those involved in the delivery of learning programmes to individuals and groups, who identify learning aims needs and styles of individuals and design learning programmes to meet those needs.

To achieve a full award, candidates must complete twelve units, including eight mandatory units (which must include either Unit 9 or 10) 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 4 NVQ in Learning & Development**, the candidate must complete twelve units, including eight mandatory units (which must include either Unit 9 or 10) and four optional units. (Only 1 from A1 or A2 can be chosen)

Mandatory Units

- 5 Contribute to the development of learning within the organisation
- 6 Evaluate and develop own practice
- 9 Identify the learning and development needs of the organisation **OR**
- 10 Identify individual learning aims and programmes
- 11 Design learning programmes
- 12 Agree learning programmes with learners
- 15 Manage the contribution of other people to the learning process
- 16 Create a climate that promotes learning
- 24 Evaluate and improve learning and development programmes

Optional Units

- 1 (A1) Assess Learners using a range of methods
- 2 (A2) Assess Learners' performance through observation
- 14 Prepare and develop resource to support learning
- 20 Enable group learning
- 21 Support learners by mentoring in the workplace
- 22 Support and advise individual learners
- 23 Monitor and review progress with learners
- 25 Respond to changes in learning and development
- 26 Provide learning and development in international settings
- 28 Plan how to provide basic skills in the workplace
- 29 Introduce training for basic skills in the workplace
- 33 (V1) Conduct Internal quality assurance of the assessment process

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