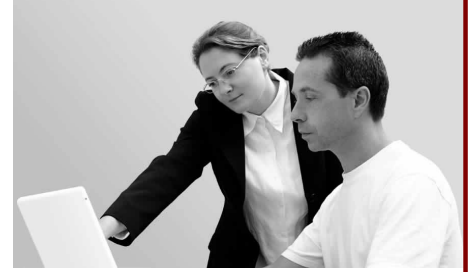


NVQ In Learning & Development

Level 3



Who would benefit from the Learning & Development NVQ?

The NVQ Level 3 in Learning & Development is designed for those who identify and agree learning aims and programmes for individuals and who are developing training sessions for learners. Anyone who is involved in delivering training and development within the workplace will be able to acquire additional skills, techniques and understanding of how best to convey information, advice and guidance to learners at any level.

Learners will cover a variety of delivery and assessment methods, along with a focus on fostering a healthy learning environment and maintaining best practice. The equivalent of 2 A Levels, this qualification will be an invaluable addition to the portfolio of any training professional who wishes to further enhance their skills and broaden their area of expertise.

The qualification is both flexible and detailed and can be tailored for individuals working in organisations of any size or sector.

What does the Learning & Development NVQ Level 3 cover?

The award includes mandatory units which cover the core elements of the training process to which optional units are added so as to tailor the qualification for each learner. Learners are required to pick two units from each of groups A and B. The units are as follows:

Mandatory Units

- Evaluating and developing own practice
- Identifying individual learning aims and programmes
- Agreeing learning programmes with learners
- Developing training sessions
- Creating a climate that promotes learning
- Monitoring and reviewing progress with learners
- Responding to changes in learning and development

Optional Units - Group A

- Enabling learning through presentations
- Enabling learning through demonstrations and instruction
- Enabling individual learning through coaching
- Enabling group learning

Optional Units - Group B

- Designing learning programmes
- Preparing and developing resources to support learning
- Supporting learners by mentoring in the workplace
- Supporting and advising individual learners
- Supporting competence achieved in the workplace
- Supporting how basic skills are delivered
- Supporting people learning basic skills in the work place
- Assessing candidates using a range of methods
- Assessing candidates' performance through observation

Contact Optimas on 01709 33 11 63

