Unit 410 Encourage learning and development

UAN:	**M/506/1962**
Level:	4
Credit value:	3
GLH:	16
Relationship to NOS:	Management & Leadership (2012) National Occupational Standards: • CFAM&LDC1 Identify individuals' learning needs and styles • CFAM&LDC2 Support individuals' learning and development
Assessment requirements specified by a sector or regulatory body:	Skills CFA Assessment Strategy Competence units (S/NVQ)
Aim:	This unit aims to develop the knowledge and skills required to encourage learning and development and introduces learners to the key principles underpinning learning and development. Upon completion of this unit, learners will be able to support and evaluate individual's learning and development.

Learning outcome
The learner will: 1. understand the principles of learning and development
Assessment criteria
The learner can: 1.1 assess the role of continuous professional development (CPD) in identifying and meeting individuals' learning and development for current and future business needs 1.2 analyse the advantages and limitations of different learning and development methods 1.3 explain how to identify individuals' learning and development needs 1.4 evaluate the role of self-reflection in learning and development.

Assessment Guidance
Evidence may be provided by: • report* • professional discussion • questioning

Learning outcome
The learner will: 2. be able to support individuals' learning and development
Assessment criteria
The learner can: 2.1 promote the benefits of learning to people in own area of responsibility 2.2 support individuals in identifying their current and likely future learning and development needs from a range of information sources 2.3 agree with individuals the learning activities to be undertaken, ensuring they are within agreed budgets and consistent with business needs 2.4 summarise agreed learning objectives, learning activities, review mechanisms and success criteria in a personal development plan 2.5 create an environment that encourages and promotes learning and development 2.6 provide opportunities for individuals to apply their developing competence in the workplace.

Assessment Guidance
Evidence may be provided by: • report* • professional discussion • questioning • product • witness testimony

Learning outcome
The learner will: 3. be able to evaluate individuals' learning and development
Assessment criteria
The learner can: 3.1 analyse information from a range of sources on individuals' performance and development 3.2 evaluate the effectiveness of different learning and development methods 3.3 agree revisions to personal development plans in the light of feedback.

Assessment Guidance
Evidence may be provided by: • report* • professional discussion • questioning • product • witness testimony

Additional Guidance *

Should candidates submit a report it is anticipated this would cover the full unit and therefore be a minimum of 3500 words to a maximum of 6000 words and based on their own organisation.

(The above guidance has been introduced for use from March 2016.)