

## Learning and Development

# NVQ Level 4 in Management of Learning and Development Provision

Awarding Body: C&G

### General Information:

This award is suitable for those who are involved with managing or overseeing the promotion of learning by delivering training and development in the workplace or in training establishments.

### Course structure:

The NVQ is divided into mandatory and optional units. To receive a full award candidates are required to achieve all **six** mandatory units plus **two** optional units.

#### Mandatory units:

- Develop a strategy and plan for learning and development
- Identify the learning and development needs of the organisation
- Evaluate and improve learning and development programme
- Manage the performance of teams and individuals
- Develop a strategy and plan to provide all people resources for the organisation
- Evaluate and develop own practice

#### Optional units:

- Identify individual learning aims and programmes
- Design learning programmes
- Prepare and develop resources to support learning
- Manage the contribution of other people to the learning process
- Conduct internal quality assurance of the assessment process
- Review health and safety procedures in the workplace
- Manage the use of financial resources

### Assessment methods:

All candidates are allocated an assessor who will guide the candidate through the process of assessment and portfolio building. PDM's fully trained and qualified assessors base their judgements of competence on the candidate's work and how it compares with the National Occupational Standards.

Typically, the candidate builds a portfolio of evidence, under guidance of the assessor, using a range of assessment methods: observation, oral and/or written questioning, witness testimonies, candidate statements, product evidence and professional discussion.

When all the units have been completed, and the assessor is satisfied that the candidate has met the national standard, the certificate is claimed from the awarding body.

### Progression:

Candidates who complete this qualification may be able to progress onto:

- NVQ Level 4 in Learning and Development
- NVQ Level 5 in Learning and Development