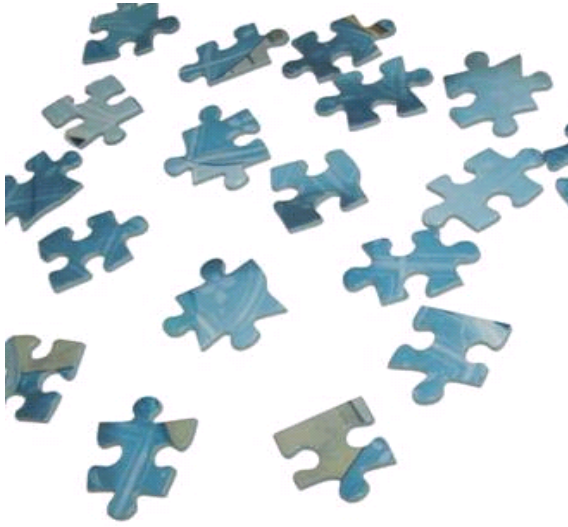




Helping you achieve your goals

CQM Learning Ltd



Learning and Development NVQ:

The NVQ is designed for those who identify and agree learning aims and programmes for individuals 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.

A variety of delivery methods and assessments will be covered, along with a focus on fostering a healthy learning environment and maintaining best practice.

NVQ Learning and Development Level 3

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—2 must be completed

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

Optional Units Group B—2 must be completed

- 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 workplace
- Assessing candidates using a range of methods
- Assessing candidates' performance through observation



INVESTOR IN PEOPLE

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