
Overview

This standard is about planning and preparing specific/individual learning and development opportunities, for example formal training sessions or informal experiences such as periods in the workplace. It applies to planning for individuals as well as planning for groups.

Performance criteria

You must be able to:

1. identify the purpose and outcomes of specific learning and development opportunities in relation to agreed goals
2. develop plans which are appropriate to identified learning needs and meet organisational and legal requirements
3. communicate aims and objectives to learners and agree the plan with relevant stakeholders
4. identify how specific learning and development opportunities will be delivered and/or facilitated and managed
5. identify the resources needed to deliver and/or facilitate specific learning and development opportunities
6. make preparations and arrangements for delivery and /or facilitation in accordance with the plan and organisational policies/procedures.
7. identify how learning and development opportunities will be monitored and evaluated

Knowledge and understanding

You need to know and understand:

1. the organisational, legal and professional requirements that should be followed when planning learning and development programmes
2. the importance of having clear outcomes for specific learning and development opportunities
3. different methods of communicating aims and objectives to learners
4. options for delivering and / or facilitating different types of learning and development opportunities
5. factors to consider in selecting suitable delivery and facilitation methods
6. the range of planning considerations relevant to ensuring that equality, diversity needs are met
7. factors that need to be considered in the management of different learning and development opportunities and how to deal with these factors
8. the resources, including technology, available to support delivery and / or facilitation and management of learning and development opportunities
9. the advantages and disadvantages of different types of resources in meeting learner needs
10. the types of preparations that need to be undertaken for different learning opportunities and why each of these is important
11. how to carry out a risk assessment in relation to planning for specific learning and development opportunities, and the contingencies which should be put in place in response to risk assessments
12. the operational requirements that should be considered in planning specific learning and development opportunities, including organisational, health and safety, budgetary and legislative guidelines

CLDLD04

Plan and prepare specific learning and development opportunities



Glossary