
Overview

This standard is about preparing resources to support learning and development. It covers developing resources 'from scratch' as well as adapting and preparing existing resources to meet the needs of learners. It also covers the preparation of resources including the learning environment, learning materials, technology and equipment used to support learning.

Performance criteria

You must be able to:

1. identify the resource needs of individuals or groups
2. agree the range and purpose of resources required
3. identify resources which are appropriate to the target group and the purpose for which they are required
4. Develop and prepare resources appropriate to the identified need
5. adapt resources ensuring they are consistent with learning needs and professional practice
6. ensure resources are consistent with legislative, safety, equality and diversity and professional guidelines
7. check and test the resources to ensure they meet required standards and learner needs
8. provide guidance to anyone else who is using the resources

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 different types of resources that can be used to support learning across the full range of the training cycle
3. the range of resources available to support different types of needs
4. the importance of distinguishing between different user needs and the factors which are important in selecting and developing resources to meet these needs
5. the factors that need to be considered in the effective preparation and development of learning resources, including those for the learning environment, learning materials and equipment
6. how to identify costs and timescales for resource development
7. the factors which are important in selecting and developing resources to meet the needs of different learners, taking account of the need for equality and diversity
8. how to ensure that the language, style and format of the materials are appropriate to the needs of the learners.
9. how to develop simulated exercises that replicate real working challenges
10. how to set-up and use equipment to support learning and development
11. the contribution and challenges that technology can make to the development and adaptation of different types of resources and the challenges posed by these
12. how to develop guidance for the use of resources and how to encourage consistent application
13. the types of adaptations that could be made to resources to make them more appropriate to learning needs and user requirements
14. the legislative, safety and professional guidelines relating to the development and adaptation of resources, including those relating to intellectual property, copyright and patents
15. the importance of checking and testing resources to make sure they are of the required standard and how to do this effectively
16. how to make adaptations to the learning environment to support the learning process
17. the preparation, support and qualifications that staff require to contribute effectively to learning and development activities within own area of responsibility

Glossary

Application

The process applying new or improved skills and knowledge in a real or realistic context, for example a work situation.

Diversity

Acknowledging that each individual is unique, and recognizing our individual differences in, for example, culture, ability, gender, race, religion, wealth, sexual orientation, or any other individual characteristic

Environment

This includes the physical environment in which learning and development takes place but also covers group dynamics and behaviour.

Equality

A state of fair treatment that is the right of all people regardless of differences in, for example, culture, ability, gender race, religion, wealth, sexual orientation, or any other group characteristic.

Learning Environment

This covers a range of learning environments and delivery platforms, methods and approaches. It may be online or face to face.

Learning process

This may include experience, such as time in the workplace, as well as formal and informal training.

Practice

This refers to the 'way' that you carry out your work and takes account of factors such as your approach to your work.

Resources

This covers any physical or human resource that supports the learning and development process and could include technical equipment, digital technologies

(including online tools and apps), handouts, workbooks, people – for example external speakers – and visits to places of interest.

Target Group

Those learners who will be using the resources.

Technology

This refers to both hardware and online tools/apps which can be used in the delivery and assessment of learning programmes.

CLDLD05

Develop and prepare resources for learning and development



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