

Overview

This standard is about planning and preparing family learning programmes to meet identified needs and requirements. It applies to planning for both groups and individuals. 'Programme' refers to any planned sequence of learning opportunities which lead to agreed outcomes.

Performance criteria

You must be able to:

1. identify learning outcomes that meet agreed needs
2. identify the purpose and outcomes of specific learning and development opportunities in relation to agreed goals
3. develop a coherent learning programme appropriate to the learning outcomes
4. communicate aims and objectives to learners
5. identify realistic and appropriate delivery and assessment methods
6. identify the resources needed to deliver and/or facilitate family learning opportunities
7. identify how the learning will be monitored and evaluated
8. ensure the plan conforms to relevant policies, procedures and legislation

Knowledge and understanding

You need to know and understand:

1. the organisational, legal and professional requirements that should be followed when planning family learning programmes
2. how information acquired from analysing family learning needs contributes to planning, and the factors that need to be taken into account
3. how to identify a range of options for meeting learning outcomes and the strengths and weaknesses of different approaches, including the use of technology
4. how to develop a plan of family learning opportunities that meets different learning needs, including those relating to equality and diversity
5. the types of internal and external requirements that may affect planning, including adaptations to meet the needs of learners.
6. factors that need to be managed when arranging and co-ordinating learning opportunities
7. how to carry out risk assessments, and the factors that need to be considered in the learning context
8. the importance of flexibility and contingency planning when developing programmes
9. the learning cycle and how this should inform the planning process
10. why it is important for learner needs to be at the centre of programme plans
11. how to involve learners in the development of programme plans
12. the range of resources, including the use of technology, that may be needed to facilitate, monitor and evaluate family learning and how to identify them
13. how planning and resource needs can be affected by the learners' identified abilities and needs, including the use of language
14. the arrangements required for the delivery of the plan including the systems, structures and relationships needed for effective implementation
15. the factors that need to be considered when monitoring the implementation of the plan and evaluating the effectiveness of learning
16. how continuous evaluation can help to shape the development and implementation of learning plans and improve learning
17. how to encourage the commitment and understanding which learners and colleagues need to be effective in the implementation of programmes
18. aspects of equality and diversity that need to be addressed when supporting learners

19. the operational requirements that should be considered in planning specific learning and development opportunities, including organisational, health and safety, budgetary and legislative guidelines

Glossary

Family

Family includes any person who has parental responsibility for a child and any other person with whom the child has been living. Each family is unique and can include parents, carers, guardians, grandparents, other relatives, chosen family and of course, children and young people.

Resources

This covers any physical, human or financial resource that supports the family learning process and could include technical equipment, IT-based resources, buildings, sources of specialist knowledge, local assets.

Technology

This refers to both hardware and online tools/apps which can be used in the communication (including social media) and practice.

Plan and prepare family learning programmes

Developed by CLD Standards Council Scotland

Version Number 1

Date Approved 30 Mar 2023

Indicative Review Date 30 Mar 2028

Validity Current

Status Original

Originating Organisation LSI

Original URN New

Relevant Occupations Direct Learning Support, Education and Training

Suite Family learning

Keywords Family; Learning; Accessible; Environment; Adults; Children
