

## Overview

This standard is about presenting information to support the formulation of strategy, policies and activities for adult learning provided by the organisation, as well as contributing to reviews and influencing local, regional and national policy.

You will determine strategic priorities for adult learning, develop an associated strategic plan for the delivery of adult learning and monitor the operations in relation to the overall objectives.

This standard is suitable for adult learning practitioners and managers who are involved in contributing to and influencing adult learning strategy. It is also suitable for those who develop adult learning strategies, prioritise resources and plan and agree associated programmes.

## Performance criteria

### *You must be able to:*

1. consult with agencies/organisations to obtain information appropriate to those parts of the community served by your organisation
2. ascertain trends and developments in the interests, needs and involvement of adult learners in the adult learning activities in the community, and their impact upon adult learning provision
3. prioritise changes required in policies, plans and activities according to the extent to which they have addressed the needs of adult learners
4. assess available options for choosing or developing adult learning programmes which are consistent with the priority areas and their needs
5. develop recommendations for improving and implementing adult learning strategy and procedures
6. determine and agree with relevant people the priority areas for the focus of your organisation's resources
7. assess and analyse risks associated with the options proposed, balancing the identified risks with the desired outcomes
8. present recommendations for enhancing adult learning strategy, policy and provision to the relevant people
9. identify opportunities for strategic partnerships and links with other agencies towards achieving the required aims
10. agree with relevant parties the steps to develop new opportunities and associated activities, and the actions, resources, roles and responsibilities of all those involved
11. apply key performance measures and methods for monitoring and evaluating the effectiveness of agreed programmes and strategy
12. meet the values and principles underpinning the requirements of this standard relevant to your sector

## Knowledge and understanding

### *You need to know and understand:*

1. legal, regulatory and ethical requirements which relate to adult learning, and the impact on your own activity
2. methods of forecasting trends and developments and identifying factors which may affect policies and strategies in adult learning
3. the role of your organisation, its activities, policies, strategies and procedures
4. the importance and value of long and medium-term planning to the success of the organisation
5. the functions, needs, expectations and activities of principal and other agencies within adult learning and how they relate to your own organisation
6. relevant learners and community groups who have a stake in the development of adult learning policy and strategy and factors affecting their support for adult learning
7. the principles and processes which underpin policy and strategy development and the factors and priorities which may influence the development and acceptance of policies
8. methods and tools to analyse and evaluate relevant information and assess implications, and draw conclusions
9. methods to involve and consult with communities and other agencies, partners and stakeholders when agreeing priorities and developments
10. the common issues which may be experienced when seeking to implement new strategies
11. how to develop plans and programmes for adult learning opportunities which identify activity, roles, resources and other key areas
12. the resources available to your organisation and sources of information that can aid the prioritisation of resources
13. how to assess potential risks in relation to the achievement of aims and how to mitigate these risks
14. the principles of confidentiality, and how to develop guidelines for exchanging information between learners and agencies
15. your role and responsibilities and from whom assistance and advice should be sought where necessary
16. the values and principles underpinning adult learning in relation to the requirements of this standard

## Glossary

### Resources

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

**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** N/A

---

**Original URN** N/A

---

**Relevant Occupations** Adult Learning Worker

---

**Suite** Adult Learning

---

**Keywords** adult learning

---