

## Learning & Development Level 4

The Learning and Development Diploma is designed to meet the needs of people working in the training and learning sector, as well as those who wish to develop individual training skills. This qualification is ideal for anyone who delivers or develops learning and training programmes, or who supports learners through coaching and mentoring. Alternatively, candidates may have a strategic management role in learning and development in their organisations.

The qualifications consists of units, each of which has a credit value. In order to achieve the qualification at a particular level, learners must achieve units whose total credit value equals or exceeds that required for that level.

Units can be taken at a variety of levels which gives flexibility to enable the qualification to match job roles. The qualification will allow candidates to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in their job role.

### **Level 4 NVQ Diploma in Learning & Development (RQF)**

To achieve the Level 4 Diploma the candidate will need to complete units to gain a minimum of 45 credits. The credit total is made up from:

- 12 credits must be completed from the two mandatory units
- A minimum of 33 credits from the optional Group A or B
- A minimum of 23 credits must be achieved at Level 4 or above



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## Diploma in Learning & Development Level 4

Group	Unit Titles	Unit Level	Credit Value
<b>Mandatory Units</b>		Unit Level	Credit Value
M	Principles, Theories and Practices of Learning and Development	4	6
M	Reflect on and Improve Own Practice in Learning and Development	4	6
<b>Optional Units: 33 credits must be achieved from optional group A or B (minimum of 18 credits from optional group B to achieve the endorsement of Management)</b>		Unit Level	Credit Value
A	Identify the Learning Needs of Organisations	4	6
A	Identify Individual Learning and Development Needs	3	3
A	Develop learning and Development Programmes	4	6
A	Plan and Prepare Specific Learning and Development Opportunities	3	6
A	Develop and Prepare Resources for Learning and Development	4	6
A	Facilitate Learning and Development in Groups	3	6
A	Facilitate Learning and Development for Individuals	3	6
A	Manage Learning and Development in Groups	4	6
A	Engage Learners in the Learning and Development Process	3	6
A	Evaluate and Improve Learning and Development Provision	4	6
A	Provide Information and Advice to Learners and Employers	3	3
A	Engage with Employers to Develop and Support Learning Provision	3	6
A	Engage with Employers to Facilitate Workforce Development	4	6
B	Develop and Evaluate Operational Plans for Own Area of Responsibility	5	6
B	Provide Leadership and Direction for Own Area of Responsibility	4	5
B	Manage Equality of Opportunity, Diversity and Inclusion in Own Area of Responsibility	3	4
B	Work Productively with Colleagues and Stakeholders	5	6
B	Plan, Allocate and Monitor Work in Own Area of Responsibility	4	5
B	Set Objectives and Provide Support for Team Members	3	5
B	Developing Collaborative Relationships with other Organisations	5	7
B	Manage a Budget for Own Area of Activity or Work	5	7
B	Manage the Achievement of Customer Satisfaction	4	5