

CFATURC10

Engaging people in learning and development opportunities



Overview

This unit is appropriate for you if you are:

1. A Regional Learning Organiser

CFATURC10

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Performance criteria

- You must be able to:*
- P1 maintain knowledge of the available learning and development opportunities
 - P2 promote the benefits of learning and development to members
 - P3 use questions and focus groups to engage members
 - P4 use case studies and examples of learning and development to encourage others to learn
 - P5 make sure that members' interest in learning and development is recognised by the union and employer
 - P6 work with the Union Learning Representatives, full-time officers and other representatives to identify learning and development opportunities and any gaps in learning provision
 - P7 support members to access further information and advice about:
 - P7.1 learning needs
 - P7.2 learning styles
 - P7.3 possible learning opportunities
 - P7.4 development plans
 - P8 make sure your actions recognise and promote equality of opportunity and diversity
 - P9 make sure that referrals have been followed up
 - P10 track the progress of the members
 - P11 help members to obtain employer support, and learning and development time

CFATURC10

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Knowledge and understanding

You need to know and understand:

- K1 how to improve the perceptions of learning and development
- K2 how to use case studies, examples and experiences of learning to encourage others
- K3 the portfolio of learning and development available at all levels
- K4 how to engage the hard-to-reach groups
- K5 the barriers to learning and development
- K6 how learning and development help in developing professional and personal skills
- K7 how to use questions and focus groups to engage others
- K8 how to access learning and development opportunities
- K9 funding streams for learning and development
- K10 how to gain paid time off for members
- K11 the benefits to employers
- K12 the legal rights to education
- K13 how to include learning and development in the bargaining agenda
- K14 the role of Union Learning Representatives, their legal status and rights
- K15 how to signpost members to appropriate sources of information, advice and opportunities for learning and development

CFATURC10

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Relevant occupations	Business, Administration and Law; Professional Occupations; Managers and Senior Officials; Information and Communication Technology; Research Professionals; Librarians and Related Professionals; Engineering Professionals; Science Professionals; Database Administration; Software Development; Systems Support; Local Area Archives; Microfilm and Microfiche Technician; Associate Professionals and Technical Occupations; Corporate Managers and Senior Officials; Microsoft Certified Professional; Application Support; Business Analyst; Managers and Proprietors in Hospitality ; Engineering and manufacturing technologies; Engineering; Building and construction; Education and training; Direct learning support; Business management; Production Managers; Functional Managers; Quality and Customer Care Managers; Financial Institution and Office Manager; Managers in Distribution, Storage and Re; Protective Service Officers; Health and Social Services Officers; Managers in Farming, Horticulture, Forestry; Managers and Proprietors In Other Service; Health Professionals; Teaching Professionals; Legal Professionals; Business and Statistical Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Science and Engineering Technicians; Draught persons and Building Inspectors; IT Service Delivery Occupations; Health Associate Professionals; Therapists; Social Welfare Associate Professionals; Protective Service Occupations; Artistic and Literary Occupations; Design Associate Professionals; Media Associate Professionals; Sports and Fitness Occupations; Administration and Secretarial Occupation; Government and Related Organisations; Finance; Records; Communications; General; Secretarial and Related Occupations; Skilled

CFATURC10

Engaging people in learning and development opportunities

Trades Occupations; Skilled Agricultural Trades; Metal Forming, Welding and Related Trade; Metal Machining, Fitting and Instrument ; Vehicle Trades; Electrical Trades; Construction Trades; Building Trades; Textile and Garment Trades; Printing Trades; Food Preparation Trades; Skilled Trades NEC; Personal Service Occupations; Healthcare and Related Personal Services; Childcare and Related Personal Services; Animal Care Services; Leisure and Travel Service Occupations; Hairdressers and Related Occupations; Housekeeping Occupations; Personal Services Occupations NEC; Sales and Customer Services Occupations; Sales Assistants and Retail Cashiers; Sales Related Occupations; Customer Service Occupations; Process, Plant and Machine Operatives; Process Operatives; Plant and Machine Operatives; Assemblers and Routine Operatives; Construction Operatives; Transport Drivers and Operatives; Mobile Machine Drivers and Operatives; Elementary Occupations; Elementary Agricultural Occupations; Elementary Construction Occupations; Elementary Process Plant Occupations; Elementary Goods Storage Occupations; Elementary Administration Occupations; Elementary Personal Services Occupations; Elementary Cleaning Occupations; Elementary Security Occupations; Elementary Sales Occupations; Transport Associate Professionals; Legal Associate Professionals; Business and Finance Associate Professional; Sales and Related Associate Professional; Conservation Associate Professionals; Public Service and Other Associate Professional

Suite

Trades Union Representatives and Professionals

Key words

engage, engaging, learning, development