
Overview

This standard is about planning and preparing specific/individual learning and development opportunities, for example formal training sessions or informal experiences such as periods in the workplace. It applies to planning for individuals as well as planning for groups.

Performance criteria

You must be able to:

1. identify the purpose and outcomes of specific learning and development opportunities in relation to agreed goals
2. develop plans which are appropriate to identified learning needs and meet organisational and legal requirements
3. communicate aims and objectives to learners and agree the plan with relevant stakeholders
4. identify how specific learning and development opportunities will be delivered and/or facilitated and managed
5. identify the resources needed to deliver and/or facilitate specific learning and development opportunities
6. make preparations and arrangements for delivery and /or facilitation in accordance with the plan and organisational policies/procedures.
7. identify how learning and development opportunities will be monitored and evaluated

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 importance of having clear outcomes for specific learning and development opportunities
3. different methods of communicating aims and objectives to learners
4. options for delivering and / or facilitating different types of learning and development opportunities
5. factors to consider in selecting suitable delivery and facilitation methods
6. the range of planning considerations relevant to ensuring that equality, diversity needs are met
7. factors that need to be considered in the management of different learning and development opportunities and how to deal with these factors
8. the resources, including technology, available to support delivery and / or facilitation and management of learning and development opportunities
9. the advantages and disadvantages of different types of resources in meeting learner needs
10. the types of preparations that need to be undertaken for different learning opportunities and why each of these is important
11. how to carry out a risk assessment in relation to planning for specific learning and development opportunities, and the contingencies which should be put in place in response to risk assessments
12. the operational requirements that should be considered in planning specific learning and development opportunities, including organisational, health and safety, budgetary and legislative guidelines

Glossary

Delivery methods

Any method that supports learning and development, for example, presentations, instructions, demonstrations, opportunities to apply knowledge and practise skills, experiential learning, group and individual projects and research.

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.

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.

Health and safety

This includes physical health and safety as well as emotional well-being.

Learning and development opportunities

Any event that assists the acquisition of skills and knowledge. This includes formal sessions as well as experiences such as visits, time spent in the workplace, personal research etc.

Organisation

For example, an awarding organisation, internal department or any other organisation involved in learning and development delivery and/or assessment.

Outcomes

These could be outcomes for the group as a whole – for example enabling team effectiveness – and/or outcomes for the individuals who make up the group – for example individual skill acquisition.

Resources

This covers any physical or human resource that supports the learning and development process and could include technical equipment, IT-based learning, handouts, workbooks, people – for example outside speakers – and visits to places of interest.

Risk assessments

This could be a formal and written risk assessment but could be informal and dynamic – monitoring and controlling risk on an ongoing basis. Risk includes health and safety but may also cover e.g. finance, availability of resources etc.

Stakeholders

All those who have an interest in the training/learning needs analysis, for example, managers, Human Resource staff, learners themselves.

Technology

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

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