

Qualification title: OAL Level 3 Certificate in Learning and Development

Qualification number (QN): 601/7367/1

Qualification Specification

1.1 Qualification purpose

The OAL Level 3 Certificate in Learning and Development has been designed to meet the initial and continuing professional development needs of the learning and development practitioner. This qualification will develop the knowledge, understanding and skills of practitioners to plan, prepare and deliver effective learning and development. Practitioners will also develop the necessary knowledge and skills to implement assessment and quality assurance activities.

On achievement of the qualification learners will have developed the level of competence which will enable them to perform consistently, reliably and productively in their work role, and make a positive contribution to their employment.

1.2 Qualification Objective

Qualification objective is supporting a role in the workplace.

1.3 Who is this qualification for?

This qualification helps to improve standards of practice for those working in training and development. This qualification is for people working in, or looking to enter roles in learning and development. This qualification is available to anyone working in accredited learning, non-accredited learning (where people may train and assess skills but do not assess for a qualification).

1.4 Entry requirements

There are no formal entry requirements for learners selecting this qualification. However, centres must ensure that learners have the potential and opportunity to achieve the qualification successfully. This qualification is not approved for use by learners under the age of 16 years and OAL cannot accept any registrations for learners in this age group.

1.5 Progression

On completion of this qualification learners will be able to progress to the following qualifications:

- OAL Level 4 Diploma in Learning and Development

1.6 Regulatory information

Countries offered in:	England
Ofqual purpose:	D. Confirm occupational competence and/or 'licence to practice'
Ofqual sub purpose:	D1. Confirm competence in an occupational role to the standards required
Qualification operational start date	1st September 2015
Applicable age ranges (years):	16-18; 19+

1.7 Further information

Further information is available from our website <http://www.oawards.co.uk>

or from customer services customerservice@oawards.co.uk.

Registered centres: The qualification handbook, which contains additional information about this qualification, and assessment documentation is available from our online portal.

Website: <http://www.oawards.co.uk>

You can also contact OAL directly at:

Occupational Awards Ltd, The Catalyst, Baird Lane, Heslington, York YO10 5GA

Tel: 01904 236 483

Email: customerservice@oawards.co.uk

1.8 Qualification achievement

This qualification is made up of units of assessment that are mandatory and optional. The units are allocated a credit value which provides an indication of the size of the unit in terms of learning hours, 1 credit = 10 learning hours. The units also have assigned Guided Learning Hours (GLH), which indicate the average number of hours a learner may require guidance and support from teaching, learning and assessment professionals to achieve the unit.

The units of assessment set out Learning Outcomes which describe what learners need to be able to do and understand. The Learning Outcomes are defined by Assessment Criteria which are used to assess competence, expressed as skills achieved and learned knowledge and understanding, to achieve the units. Achievement of the 12 credits from the two mandatory units, a minimum of 6 credits from Optional Group B and the remaining 12 credits from any of the optional groups. will mean the qualification has been completed and will be subject to approval of a claim for certification. OAL will issue a certificate complete with the learner's name, the qualification and unit titles and the credits achieved.

1.9 Qualification Structure

Qualification title: OAL Level 3 Certificate in Learning and Development				
Qualification number (QN): 601/7367/1		Total Qualification Time (TQT) 240 hours		
Total qualification credits 30		Guided Learning Hours (GLH) 120		
Learners must achieve a minimum of 30 credits. 12 credits from the two mandatory units, a minimum of 6 credits from Optional Group B and the remaining 12 credits from any of the optional groups.				
Number	Title	Type	Level	Credit
Mandatory Units (All credits must be achieved)				
Y/502/9541	Understand the principles and practices of learning and development	K	3	6

J/502/9552	Reflect on and improve own practice in learning and development	C	4	6
Optional Group B Learner must achieve a minimum of 6 credits				
Optional Group B1 (Learners achieve a minimum of 6 credits)				
F/502/9548	Facilitate learning and development in groups	C	3	6
Optional Group B2 (Learners achieve a minimum of 6 credits)				
J/502/9549	Facilitate learning and development for individuals	C	3	6
Optional Group C (Learners must achieve a minimum of 6 credits)				
H/601/5314	Assess occupational competence in the work environment	C	3	6
D/601/5313	Understanding the principles and practices of assessment	K	3	3
F/601/5319	Assess vocational skills, knowledge and understanding	C	3	6
D/601/5313	Understanding the principles and practices of assessment	K	3	3
K/502/9544	Identify individual learning and development needs	C	3	3
T/502/9546	Plan and prepare specific learning and development opportunities	C	3	6
A/502/9547	Develop and prepare resources for learning and development	C	4	6
F/502/9551	Engage learners in the learning and development process	C	3	6
L/502/9553	Evaluate and improve learning and development provision	C	4	6
D/601/5313	Understanding the principles and practices of assessment	K	3	3
R/502/9554	Provide information and advice to learners and employers	C	3	3
Y/502/9555	Engage with employers to develop and support learning provision	C	3	6
R/600/1764	Understanding the Employing Organisation	K	3	3

Key to unit type

1. Competence (C) units are designed to assess learner performance in respect of the learner's applied skills and knowledge in the workplace when carrying out operational tasks required by their role
2. Knowledge (K) units are designed to assess the learners' knowledge and understanding of related subject content, procedures, application of process or workplace practice
3. Skills (S) units are designed to assess learner performance in respect of the learner's applied skills that demonstrate valid, consistent and reliable practice
4. Underpinning knowledge (U) units are designed to assess the learner's knowledge and understanding of detailed subject principles/ scientific/technological knowledge

1.10 Assessment

The qualification must be assessed using the following assessment method:

- portfolio of evidence

Learners are required to achieve all learning outcomes within units of assessment. All assessment is subject to internal quality assurance within approved centres providing this qualification. Externally quality assurance of assessment and internal quality assurance within approved centres is provided by OAL. This qualification is not graded; achievement certificates for this Award are issued on the basis of awarding a pass only.