



Level 3 Certificate In
LEARNING AND DEVELOPMENT

Evidence Logbook

Qualification recognition number: 603/2739/X
Qualification Reference: L3CLD

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Assessment Principles

1. Assessment Principles

1.1 Assessment decisions for competence based learning outcomes (e.g. those beginning with 'to be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

1.2 Assessment decisions for competence based learning outcomes must be made by an assessor qualified to make assessment decisions.

1.3 Competence based assessment must include direct observation as the main source of evidence.

1.4 Simulation may only be utilised as an assessment method for competence based learning outcomes if specified in the assessment requirements of the component.

1.5 Expert witnesses can be used for direct observation if they have occupational expertise for specialist areas or, if the observation is of a particularly sensitive nature. The use of expert witnesses should be determined and agreed by the assessor.

1.6 Assessment of knowledge based learning outcomes (e.g. those beginning with 'know' or 'understand') may take place in or outside of a real work environment.

1.7 Assessment decisions for knowledge based learning outcomes must be made by an occupationally knowledgeable assessor.

1.8 Assessment decisions for knowledge based learning outcomes must be made by an assessor qualified to make assessment decisions. Where assessment is electronic or undertaken according to a set grid, the assessment decisions are made by the person who has set the answers.

2. Internal Quality Assurance

2.1 Internal quality assurance is key to ensuring that the assessment of evidence for component is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

3. Definitions

3.1 Occupationally competent:

This means that each assessor must be capable of carrying out the full requirements within the competency components they are assessing. Being occupationally competent means they are also occupationally knowledgeable. This occupational competence should be maintained annually through clearly demonstrable continued learning and professional development.

3.2 Occupationally knowledgeable:

This means that each assessor should possess relevant knowledge and understanding and be able to assess this in components designed to test knowledge and understanding. This occupational

knowledge should be maintained annually through clearly demonstrable continued learning and professional development.

3.3 Qualified to make assessment decisions:

This means that each assessor must hold a qualification suitable to support the making of appropriate and consistent assessment decisions. Awarding organisations will determine what qualifies those making assessment decisions according to the competency components under assessment. In any case of significant uncertainty, the Sector Skills Council will be consulted.

3.4 Qualified to make quality assurance decisions:

Awarding organisations will determine what qualifies an assessor undertaking internal quality assurance to make decisions about quality assurance.

3.5 Expert witness:

An expert witness must:

- have a working knowledge of the components on which their expertise is based
- be occupationally competent in their area of expertise
- have EITHER any qualification in assessment of workplace performance OR a professional work role which involves evaluating the everyday practice of staff

Evidence Requirements for the Level 3 Certificate in Learning and Development

You must meet all the learning outcomes and assessment criteria identified in each component to achieve the full component. Evidence should be developed over a period of time using diverse assessment methods.

How Your Evidence is Checked

After your Assessor has assessed your work, another member of staff - the Internal Quality Assurer - will review it. An External Quality Assurer from Future (Awards and Qualifications) will visit your assessment centre.

Certificate Claims

Once you've built up your portfolio of evidence, your assessor will sign off your component declaration and present your portfolio to the Internal Quality Assurer. Once the portfolio has passed the internal quality assurance process, the centre can claim your certificate.

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Group M – Mandatory Components

Component 1: Understand the Principles and Practices of Learning and Development

Component Reference Number: H/616/6699

Level: 3

Credit: 6

GL: 25

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand the purpose and context of learning and development			
1.1 Analyse the objectives of learning and development for learners and for organisations			
1.2 Explain the contexts and environments in which learning and development takes place			
2 Understand the learning and development cycle			
2.1 Explain the learning and development cycle and each of its constituent parts			
2.2 Explain how the learning and development cycle is used to enhance learner experience			
3 Understand the needs of learners in relation to learning and development			
3.1 Summarise why it is necessary to understand learner needs and motivations for learning and development			
3.2 Explain how to adapt learning and development to meet the needs and preferences of learners			

3.3 Outline the factors that can lead to the improvement and maintenance of learner engagement and motivation			
4 Understand the roles and responsibilities of the learning and development practitioner			
4.1 Explain own role and responsibilities in relation to learning and development			
4.2 Explain the points of referral available to help meet the needs of learners			
4.3 Explain the practitioner role in the development of learners' in the learning and development process			
4.4 Explain the practitioner's role in the quality improvement of learning and development			
4.5 Summarise the practitioner's role in managing risks to and safeguarding learners			
5 Understand legislative and organisational requirements in relation to learning and development			
5.1 Explain learner's rights in relation to equality, diversity and inclusion			
5.2 Explain the practitioner's and the organisation's responsibility for the safety and security of learners			
5.3 Summarise the purpose and limits of confidentiality in relation to learners and the organisation			
5.4 Explain requirements for record keeping in relation to learning and development			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 2: Reflect On and Improve Own Practice in Learning and Development

Component Reference Number: R/616/6701

Level: 4

Credit: 6

GL: 25

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand approaches to and processes associated with reflective practice and continuing professional development			
1.1 Evaluate approaches to reflective practice			
1.2 Critically evaluate why learning and development practitioners must engage in reflective practice and continuing professional development			
1.3 Analyse own values, beliefs and attitudes and their impact on practice			
2 Be able to reflect on own performance as a learning and development practitioner			
2.1 Analyse own skills, knowledge and practice as a learning and development practitioner			
2.2 Assess how own practice promotes inclusion, equality and diversity			
2.3 Evaluate where own skills, knowledge and practice need updating or further development			
3 Be able to improve own learning and development practice			
3.1 Prioritise areas for own development as a practitioner			

3.2 Review and update personal action plans to improve practice based on outcomes of reflection			
3.3 Identify learning and development opportunities to address priority actions in accordance with current legislative and organisational requirements			
3.4 Use technologies and resources to keep own knowledge, understanding, skills and practice up to date			
3.5 Review outcomes of development activities on own practice			

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Signature:

Date:

Optional Components

Component 3: Facilitate Learning and Development in Groups

Component Reference Number: F/502/9548

Level: 3

Credit: 6

GL: 25

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand principles and practices of learning and development in groups			
1.1 Explain purposes of group learning and development			
1.2 Explain why delivery of learning and development must reflect group dynamics			
1.3 Evaluate methods for facilitating learning and development to meet the needs of groups			
1.4 Explain how to manage risks and safeguard individuals when facilitating learning and development in groups			
1.5 Explain how to overcome barriers to learning in groups			
1.6 Explain how to monitor individual learner progress within group learning and development activities			
1.7 Explain how to adapt delivery based on feedback from learners in groups			
2 Be able to facilitate learning and development in groups			

2.1 Clarify facilitation methods with group members to meet group and individual learning objectives			
2.2 Implement learning and development activities to meet learning objectives			
2.3 Manage risks to group and individual learning and development			
3 Be able to assist groups to apply new knowledge and skills in practical contexts			
3.1 Develop opportunities for individuals to apply new knowledge and skills in practical contexts			
3.2 Provide feedback to improve the application of learning			
4 Be able to assist learners to reflect on their learning and development undertaken in groups			
4.1 Support self-evaluation by learners			
4.2 Review individual responses to learning and development in groups			
4.3 Assist learners to identify their future learning and development needs			

Learner declaration of authenticity:

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Learner signature:

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Assessor name:

Signature:

Date:

Component 4: Facilitate Learning and Development for Individuals

Component Reference Number: J/502/9549

Level: 3

Credit: 6

GL: 25

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand principles and practices of one to one learning and development			
1.1 Explain purposes of one to one learning and development			
1.2 Explain factors to be considered when facilitating learning and development to meet individual needs			
1.3 Evaluate methods for facilitating learning and development to meet the needs of individuals			
1.4 Explain how to manage risks and safeguard individuals when facilitating one to one learning and development			
1.5 Explain how to overcome individual barriers to learning			
1.6 Explain how to monitor individual learner progress			
1.7 Explain how to adapt delivery to meet individual learner needs			
2 Be able to facilitate one to one learning and development			
2.1 Clarify facilitation methods with individuals to meet their learning and/or development objectives			

2.2 Implement activities to meet learning and/or development objectives			
2.3 Manage risks and safeguard learners participating in one to one learning and/or development			
3 Be able to assist individual learners in applying new knowledge and skills in practical contexts			
3.1 Develop opportunities for individuals to apply their new knowledge and learning in practical contexts			
3.2 Explain benefits to individuals of applying new knowledge and skills			
4 Be able to assist individual learners in reflecting on their learning and/or development			
4.1 Explain benefits of self evaluation to individuals			
4.2 Review individual responses to one to one learning and/or development			
4.3 Assist individual learners to identify their future learning and/or development needs			

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Assessor name:

Signature:

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Component 5: Assess Occupational Competence in the Work Environment

Component Reference Number: H/601/5314

Level: 3

Credit: 6

GL: 30

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Be able to plan the assessment of occupational competence			
1.1 Plan assessment of occupational competence based on the following methods: <ul style="list-style-type: none"> • observation of performance in the work environment • examining products of work • questioning the learner • discussing with the learner • use of others (witness testimony) • looking at learner statements • recognising prior learning 			
1.2 Communicate the purpose, requirements and processes of assessing occupational competence to the learner			
1.3 Plan the assessment of occupational competence to address learner needs and current achievements			
1.4 Identify opportunities for holistic assessment			
2 Be able to make assessment decisions about occupational competence			

2.1 Use valid, fair and reliable assessment methods including: <ul style="list-style-type: none"> • observation of performance • examining products of work • questioning the learner • discussing with the learner • use of others (witness testimony) • looking at learner statements • recognising prior learning 			
2.2 Make assessment decisions of occupational competence against specified criteria			
2.3 Follow standardisation procedures			
2.4 Provide feedback to learners that affirms achievement and identifies any further implications for learning, assessment and progression			
3 Be able to provide required information following the assessment of occupational competence			
3.1 Maintain records of the assessment of occupational competence, its outcomes and learner progress			
3.2 Make assessment information available to authorised colleagues			
3.3 Follow procedures to maintain the confidentiality of assessment information			
4 Be able to maintain legal and good practice requirements when assessing occupational competence			

4.1 Follow relevant policies, procedures and legislation for the assessment of occupational competence, including those for health, safety and welfare			
4.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, when assessing occupational competence			
4.3 Evaluate own work in carrying out assessments of occupational competence			
4.4 Maintain the currency of own expertise and competence as relevant to own role in assessing occupational competence			

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Assessor name:

Signature:

Date:

Component 6: Understanding the Principles and Practices of Assessment

Component Reference Number: D/601/5313

Level: 3

Credit: 3

GL: 24

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand the principles and requirements of assessment			
1.1 Explain the function of assessment in learning and development			
1.2 Define the key concepts and principles of assessment			
1.3 Explain the responsibilities of the assessor			
1.4 Identify the regulations and requirements relevant to the assessment in own area of practice			
2 Understand different types of assessment method			
2.1 Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners			
3 Understand how to plan assessment			
3.1 Summarise key factors to consider when planning assessment			
3.2 Evaluate the benefits of using a holistic approach to assessment			
3.3 Explain how to plan a holistic approach to assessment			

3.4 Summarise the types of risks that may be involved in assessment in own area of responsibility			
3.5 Explain how to minimise risks through the planning process			
4 Understand how to involve learners and others in assessment			
4.1 Explain the importance of involving the learner and others in the assessment process			
4.2 Summarise types of information that should be made available to learners and others involved in the assessment process			
4.3 Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning			
4.4 Explain how assessment arrangements can be adapted to meet the needs of individual learners			
5 Understand how to make assessment decisions			
5.1 Explain how to judge whether evidence is: <ul style="list-style-type: none"> • sufficient • authentic • current 			
5.2 Explain how to ensure that assessment decisions are: <ul style="list-style-type: none"> • made against specified criteria • valid • reliable • fair 			
6 Understand quality assurance of the assessment process			

6.1 Evaluate the importance of quality assurance in the assessment process			
6.2 Summarise quality assurance and standardisation procedures in own area of practice			
6.3 Summarise the procedures to follow when there are disputes concerning assessment in own area of practice			
7 Understand how to manage information relating to assessment			
7.1 Explain the importance of following procedures for the management of information relating to assessment			
7.2 Explain how feedback and questioning contribute to the assessment process			
8 Understand the legal and good practice requirements in relation to assessment			
8.1 Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare			
8.2 Explain the contribution that technology can make to the assessment process			
8.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment			
8.4 Explain the value of reflective practice and continuing professional development in the assessment process			

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Assessor name:

Signature:

Date:

Component 7: Assess Vocational Skills, Knowledge and Understanding

Component Reference Number: F/601/5319

Level: 3

Credit: 6

GL: 30

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Be able to prepare assessments of vocational skills, knowledge and understanding			
1.1 Select methods to assess vocational skills, knowledge and understanding which address learner needs and meet assessment requirements, including: <ul style="list-style-type: none"> • assessments of the learner in simulated environments • skills tests • oral and written questions • assignments • projects • case studies • recognising prior learning 			
1.2 Prepare resources and conditions for the assessment of vocational skills, knowledge and understanding			
1.3 Communicate the purpose, requirements and processes of assessment of vocational skills, knowledge and understanding to learners			
2 Be able to carry out assessments of vocational skills, knowledge and understanding			
2.1 Manage assessments of vocational skills, knowledge and understanding to meet assessment requirements			

2.2 Provide support to learners within agreed limitations			
2.3 Analyse evidence of learner achievement			
2.4 Make assessment decisions relating to vocational skills, knowledge and understanding against specified criteria			
2.5 Follow standardisation procedures			
2.6 Provide feedback to the learner that affirms achievement and identifies any further implications for learning, assessment and progression			
3 Be able to provide required information following the assessment of vocational skills, knowledge and understanding			
3.1 Maintain records of the assessment of vocational skills, knowledge and understanding, its outcomes and learner progress			
3.2 Make assessment information available to authorised colleagues as required			
3.3 Follow procedures to maintain the confidentiality of assessment information			
4 Be able to maintain legal and good practice requirements when assessing vocational skills, knowledge and understanding			
4.1 Follow relevant policies, procedures and legislation relating to the assessment of vocational skills, knowledge and understanding, including those for health, safety and welfare			

4.2 Apply requirements for equality and diversity and, where appropriate, bilingualism			
4.3 Evaluate own work in carrying out assessments of vocational skills, knowledge and understanding			
4.4 Take part in continuing professional development to ensure current expertise and competence in assessing vocational skills, knowledge and understanding			

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Assessor name:

Signature:

Date:

Component 8: Identify Individual Learning and Development Needs

Component Reference Number: K/502/9544

Level: 3

Credit: 3

GL: 24

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand the principles and practices of learning needs analysis for individuals			
1.1 Explain the principles and practices of learning needs analysis for individuals			
1.2 Analyse the factors that influence individual learning needs, preferences and styles			
1.3 Compare methods used to assess individual learning needs			
2 Be able to conduct learning needs analysis for individuals			
2.1 Agree the purpose, aims and methodology of the learning needs analysis with individuals			
2.2 Apply learning needs analysis methodology to assess the individual's current level of achievement and potential			
2.3 Analyse learning needs and communicate to the learner			
3 Be able to agree individual learning and development needs			
3.1 Agree and prioritise individual learning and development needs			

<p>3.2 Advise individuals about learning and development options to meet:</p> <ul style="list-style-type: none"> • learner priorities • learning preferences • learning styles 			
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<p>Learner declaration of authenticity: I declare that the work presented for this component is entirely my own work.</p> <p>Learner signature: _____ Date: _____</p>	
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<p>Assessor sign off of completed component: I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.</p> <p>Assessor name: _____</p> <p>Signature: _____ Date: _____</p>	
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Component 9: Plan and Prepare Specific Learning and Development Opportunities

Component Reference Number: H/616/6718

Level: 3

Credit: 6

GL: 20

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Be able to plan learning and development opportunities			
1.1 Agree the purpose and outcomes of learning and development to meet learner needs			
1.2 Plan the delivery of specific learning and development opportunities to meet needs			
1.3 Secure resources required to deliver specific learning and development opportunities			
1.4 Identify organisational structures, systems and processes supporting learning and development opportunities			
1.5 Assess risks to learners and their learning and development when planning specific opportunities			
2 Be able to prepare specific learning and development opportunities to meet learner needs			
2.1 Prepare learning and development sessions to meet learner needs			
2.2 Identify resources and technologies required to deliver specific learning and development sessions			

2.3 Communicate specific learning and development aims, objectives, delivery and assessment arrangements to learners			
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Assessor name:

Signature:

Date:

Component 10: Develop and Prepare Resources for Learning and Development

Component Reference Number: A/502/9547

Level: 4

Credit: 6

GL: 25

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand principles underpinning development and preparation of resources for learning and development			
1.1 Explain principles underpinning resource selection for learning and development			
1.2 Analyse factors that are important when developing and preparing resources that conform to national legislation and organisational policies			
1.3 Evaluate the contribution of technology to the development of learning and development resources			
2 Be able to develop resources to meet learning and development needs			
2.1 Agree needs of learners for whom resources are being developed			
2.2 Prepare resources for the delivery of learning and development ensuring legislative and organisational health, safety, welfare, equality and inclusion requirements are met			
2.3 Plan adaptations to and use of technology within resources to meet learning and development needs			

2.4 Prepare guidance to assist those using learning and development resources			
2.5 Evaluate the suitability of resources for learning and development			

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Assessor name:

Signature:

Date:

Component 11: Engage Learners in the Learning and Development Process

Component Reference Number: F/502/9551

Level: 3

Credit: 6

GL: 30

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand principles and purpose of engaging learners in learning and development			
1.1 Explain principles of learner engagement in the learning and development process			
1.2 Evaluate the processes and activities used to engage learners in learning and development			
1.3 Explain information and advice learners need for learning and development			
1.4 Analyse learner motivation for learning and development			
1.5 Analyse ways to overcome barriers to learning and development faced by learners			
1.6 Explain methods of engaging learners in their own progress review of learning			
2 Understand the role of mentoring in facilitating learning			
2.1 Explain how mentoring can engage and motivate learners			
2.2 Summarise the role and characteristics of a mentor			

2.3 Analyse mentoring relationships that engage and motivate learners			
3 Be able to assist and engage the learner in the learning and development process			
3.1 Demonstrate working relationships with learners to motivate learning			
3.2 Provide assistance to learners to encourage them to take responsibility for their own learning and development			
3.3 Provide learners with the information and advice to engage in learning and development that meets their needs			
4 Be able to assist the learner in reviewing their own progress			
4.1 Establish opportunities to review progress with learners			
4.2 Provide learners with constructive feedback on their learning and development			
4.3 Enable learners to give feedback on their learning experience			
4.4 Analyse progress and achievement with learners			
4.5 Assist learners to in adapting learning and development plans to reflect future learning needs			

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Assessor name:

Signature:

Date:

Component 12: Evaluate and Improve Learning and Development Provision

Component Reference Number: M/616/6723

Level: 4

Credit: 6

GL: 25

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand contexts for evaluation and quality improvement of learning and development			
1.1 Analyse the principles of quality improvement in learning and development provision			
1.2 Explain current legislative and organisational quality improvement requirements for learning and development provision			
1.3 Evaluate industry-recognised standards for learning and development			
1.4 Discuss methods to evaluate learning and development provision			
1.5 Analyse processes to raise standards in own area of learning and development practice			
1.6 Explain the role of learner involvement in evaluating and improving learning and development provision			
2 Understand evaluation of learning and development			
2.1 Evaluate the scope of evaluation for own area of learning and development			

2.2 Identify performance indicators that apply to own area of learning and development			
2.3 Discuss information and other evidence requirements including strengths and weaknesses of information available to evaluate learning and development			
3 Be able to evaluate learning and development in accordance with organisational requirements			
3.1 Follow organisational procedures for recording and reporting evaluation outcomes			
3.2 Analyse evidence of learning and development against organisational requirements			
3.3 Analyse own contribution and that of colleagues to the evaluation of learning and development			
3.4 Recommend quality improvements for learning and development			
4 Be able to improve learning and development ensuring regulatory and organisational requirements are met			
4.1 Prioritise and plan improvements to provision based on evaluation of learning and development			
4.2 Identify ways to monitor the impact of planned improvements to learning and development on an ongoing basis			

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Assessor name:

Signature:

Date:

Component 13: Provide Information and Advice to Learners and Employers

Component Reference Number: R/502/9554

Level: 3

Credit: 3

GL: 20

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand information and advice available for learners and employers			
1.1 Analyse information and advice needs of: <ul style="list-style-type: none"> individual learners employers 			
1.2 Evaluate sources of information and advice available to meet the needs of: <ul style="list-style-type: none"> individual learners employers 			
2 Understand own boundaries and limitations in relation to providing information and advice			
2.1 Explain own boundaries for the provision of information and advice to: <ul style="list-style-type: none"> individual learners employers 			
2.2 Explain how to access information and advice from within and outside the organisation when needs go beyond own boundaries for: <ul style="list-style-type: none"> individual learners employers 			
2.3 Evaluate the impact of providing incorrect or misleading information and advice to: <ul style="list-style-type: none"> individual learners employers 			

3 Be able to provide information and advice to learners and employers			
3.1 Identify information and advice needs of: <ul style="list-style-type: none"> • individual learners • employers 			
3.2 Provide information and advice to: <ul style="list-style-type: none"> • individual learners • employers 			
4 Be able to assist learners and employers to access information and advice			
4.1 Identify sources of information and advice to meet the needs of: <ul style="list-style-type: none"> • individual learners • employers 			
4.2 Identify barriers to accessing information and advice for: <ul style="list-style-type: none"> • individual learners • employers 			
4.3 Assist with overcoming barriers to accessing information and advice			

<p>Learner declaration of authenticity: I declare that the work presented for this component is entirely my own work.</p> <p>Learner signature: _____ Date: _____</p>

<p>Assessor sign off of completed component: I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.</p> <p>Assessor name: _____</p> <p>Signature: _____ Date: _____</p>

Component 14: Engage with Employers to Develop and Support Learning Provision

Component Reference Number: Y/502/9555

Level: 3

Credit: 6

GL: 25

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand information relating to employers developing provision for learners			
1.1 Analyse information sources about individual employers and employment sectors, locally and nationally			
1.2 Summarise learning provision available to an employer			
1.3 Summarise legal requirements that apply to employers developing and supporting provision for learners			
2 Understand how to engage with employers for the benefit of learners			
2.1 Explain how to prepare for first contact with employers to discuss learning provision			
2.2 Evaluate employers' level of interest in providing learning opportunities for learners			
2.3 Evaluate strategies that help employers overcome concerns about offering learning opportunities			
2.4 Explain why employers might need support to provide learning for learners			

2.5 Explain the importance of clear channels of communication with employers as delivery partners			
3 Be able to engage with employers for the benefit of learners			
3.1 Provide employers with clear information and advice about learning requirements for learners			
3.2 Provide advice and assistance to employers delivering learning opportunities			
3.3 Establish channels of communication for feedback from employers on the progress of learners			
4 Be able to evaluate the effect of employer provision on the learner and partner organisation			
4.1 Assess the impact of employer provision on learners' learning outcomes			
4.2 Review the impact of employer provision on partner organisations			

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Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 15: Understanding the Employing Organisation

Component Reference Number: F/616/6726

Level: 3

Credit: 3

GL: 23

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand the structure of their organisation			
1.1 Describe the main functions in their organisation			
1.2 Describe how the main functions in their organisation are staffed and organised			
1.3 Describe the communication channels in their organisation			
1.4 Describe the lines of control and accountability in their organisation			
2 Understand key aims and objectives of their organisation			
2.1 Explain the importance of an organisation having a business plan			
2.2 Describe their organisation's key aims and objectives (for example, mission, core aims and values)			
2.3 Describe how their organisation measures the achievement of key aims and objectives			
2.4 Identify their organisation's key performance indicators			
3 Understand their own contribution to their organisation's key aims and objectives			

3.1 Evaluate the importance of an organisation managing the performance of its staff			
3.2 Describe the objectives of their job role			
3.3 Explain how the objectives of their job role contribute to the organisation's key aims and objectives			
3.4 Explain how their own performance is evaluated and developed			
3.5 Analyse the contribution they can make to the evaluation and development of their performance			
4 Understand the opportunities for entry, professional development and progression within their organisation			
4.1 Explain the importance of continuing professional development			
4.2 Evaluate the organisation's processes for recruitment			
4.3 Evaluate the organisation's processes for induction			
4.4 Evaluate the organisation's processes for training and development			
4.5 Evaluate the opportunities and requirements for career progression for staff within their organisation			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Level 3 Certificate in Learning and Development
Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
Group A – Mandatory Components							
1	Understand the Principles and Practices of Learning and Development	6					
2	Reflect On and Improve Own Practice in Learning and Development	6					
Group B – Optional Components							
3	Facilitate Learning and Development in Groups	6					
4	Facilitate Learning and Development for Individuals	6					
Group C – Optional Components							
5	Assess Occupational Competence in the Work Environment	6					
6	Understanding the Principles and Practices of Assessment	3					
Group D – Optional Components							

6	Understanding the Principles and Practices of Assessment	3					
7	Assess Vocational Skills, Knowledge and Understanding	6					
Group E – Optional Components							
6	Understanding the Principles and Practices of Assessment	3					
8	Identify Individual Learning and Development Needs	3					
9	Plan and Prepare Specific Learning and Development Opportunities	6					
10	Develop and Prepare Resources for Learning and Development	6					
11	Engage Learners in the Learning and Development Process	6					
12	Evaluate and Improve Learning and Development Provision	6					
13	Provide Information and Advice to Learners and Employers	3					
14	Engage with Employers to Develop and Support Learning Provision	6					

15	Understanding the Employing Organisation	3					
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Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature

Date

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FutureQuals[™]

INSPIRING LEARNING AND SKILLS

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