

NVQs/SVQs in Learning and Development Congratulations!

You've taken the first step to getting your workplace experience and skills recognised with a widely respected qualification - a National/Scottish Vocational Qualification (NVQ/SVQ).

Here at Cullen Scholefield we offer a range of National and Scottish Vocational Qualifications (NVQs/SVQs) and this pack contains all the information you'll need about achieving an NVQ/SVQ in Learning and Development certificated by the Chartered Institute of Personnel and Development (CIPD).

NVQs/SVQs in Learning and Development are nationally recognised and widely used competence-based qualifications demonstrating that you have achieved a certain level of skill and competence in training. They provide an alternative to traditional courses and examinations for professionals in this field who want to be assessed on their performance in the workplace. They offer a realistic and accessible option if your preference is to have your performance and skills recognised by assessment rather than examination.

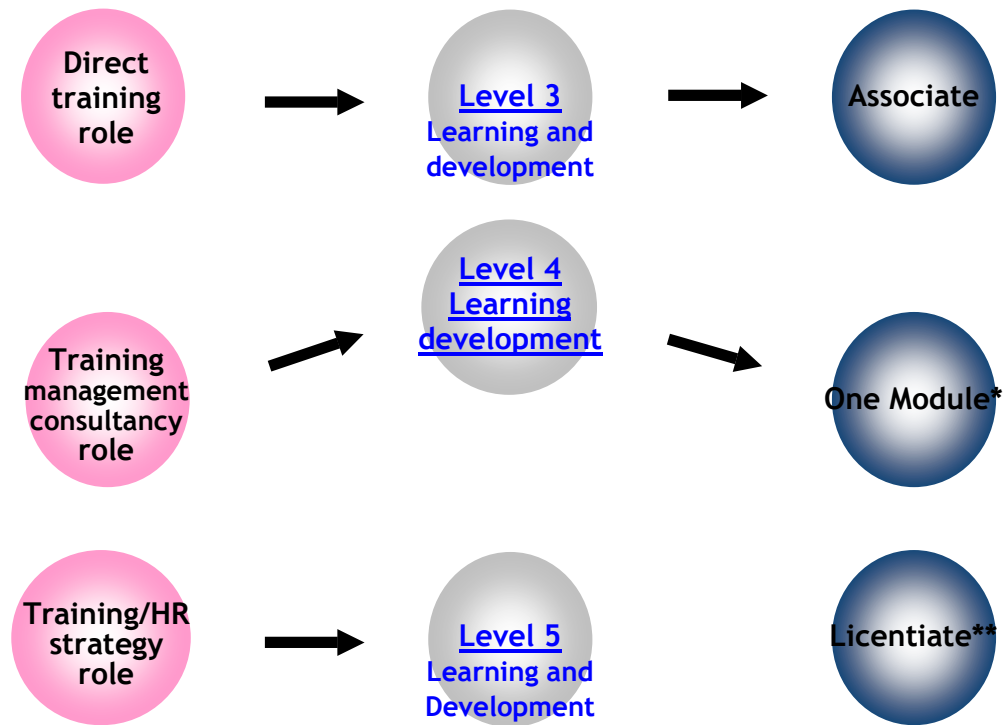
Learning and Development is an integral part of the CIPD's Professional Standards. As an awarding body they offer a range of learning and development NVQ/SVQ programmes through a network of centres throughout England, Wales and Northern Ireland. All of these are rigorously monitored against the national criteria for quality so with Cullen Scholefield you can be sure you are being assessed to the highest standards.

What's more, all the Learning and Development NVQs/SVQs have been approved as leading to a grade of membership of the CIPD.

Your choice of programmes

If you want to gain a full NVQ/SVQ Cullen Scholefield will assist you to choose the level that suits your current role and experience. Within each of the learning and development NVQs/SVQs there is a choice of units enabling you to select those that best match your own particular interest or expertise.

Alternatively, if you're looking to demonstrate your competence in a particular area of training but don't need a full NVQ/SVQ you can register for a single or a number of units. You will receive a unit certificate on successful completion, and you can carry completed units forward if you decide later to go on and do a full NVQ. We also offer a number of specific unit awards, each comprising between three and four units that relate to particular aspects of Learning and Development.



* Candidates will need to achieve a further 3 modules of the CIPD Professional Development Scheme to achieve Generalist/Specialist field and Licentiate Membership.

** Candidates will need to achieve the 3 remaining fields of the CIPD Professional Development Scheme to achieve Graduate Membership.

Becoming a CIPD member

Whilst you're working towards your NVQ/SVQ in Training and Development, you can join the CIPD and make use of their comprehensive range of benefits. If you decide to join, you will only need to pay the annual subscription, as the usual joining fee of £88.00 will be waived. Look at the services you'll benefit from:

- free access to Europe's largest personnel and development library
- free fortnightly People Management magazine
- you can visit their extensive website which includes:
 - Press Direct, a daily summary of all the personnel and development news
 - up-to-the-minute guidance on employment law issues
 - virtual networks on a variety of topics
 - and many membership services online
- you can join in events at your local CIPD branch
- use your 10% discount off all CIPD books and reports, short courses and conferences and exhibitions.

What you can expect

As an NVQ/SVQ in Learning and Development candidate with Cullen Scholefield you will receive:

- a copy of the relevant national standards
- a handbook to guide you through the process of development, evidence gathering and assessment
- ongoing support from a personal development adviser
- the assurance of a strong quality control mechanism supporting your qualification
- an opportunity to access the benefits of CIPD affiliate membership at reduced cost.

Government-Funded Work-Based Learning

The following qualifications have been developed through the (then) DfEE for practitioners delivering Government-Funded Work-Based Learning :

Level 3 N/SVQ in Direct Training and Support (9 units)

Level 4 N/SVQ in Co-Ordination of Learning and Development Provision (7 units)

Level 4 N/SVQ in Management of Learning and Development Provision (6 units)

At Level 3, the qualification will be recognised and count towards the Vocational Qualification Units required to achieve the Institute's Associate grade of membership.

At Level 4, the qualification will be recognised and count towards the Vocational Qualification Units required to achieve the level 4 Learning and Development that count towards one module of the CIPD Professional Development Scheme.

The Employment National Training Organisation (ENTO)

All NVQ and SVQ qualifications in Personnel are based on national occupational standards developed by ENTO. It is a representative body for vocational training and education matters in the employment area and is responsible for working with regulatory bodies, awarding bodies and practitioners to develop and implement NVQs and SVQs.

Members of the ENTO Council and Work Groups are drawn from a wide range of occupations and industries and represent employers, trade unions and local and national government. Apart from personnel, the main occupational areas covered are training and development, trade unions, health and safety and recruitment consultancy.

Level 3 Learning and Development

Full NVQ/SVQ consists of 11 units, incorporating 7 mandatory and 2 optional from set A (from 4) plus 2 optional from set B (from 9).

Mandatory units:

UNIT	TITLE
G3	Evaluate and develop own practice
L3	Identify individual learning aims and programmes
L5	Agree learning programmes with learners
L6	Develop training sessions
L9	Create a climate that promotes with learners
L16	Monitor and review progress with learners
L18	Respond to changes in learning and development

Plus optional units A - any two from:

UNIT	TITLE
L10	Enable learning through presentations
L11	Enable learning through demonstrations and instruction
L12	Enable individual learning through coaching
L13	Enable group learning

Plus optional units B - any 2 from:

L4	Design learning programmes
L7	Prepare and develop resources to support learning
L14	Support learners by mentoring in the workplace
L15	Support and advise individual learners
L20	Support competence achieved in the workplace
L23	Support how basic skills are delivered in the workplace
L24	Support people learning basic skills in the workplace
A1*	Assess candidates using a range of methods
A2*	Assess candidates' performance through observation

*Candidates may choose either A1 or A2; it is not permissible to choose both of these units.

Level 4 NVQ/SVQ in Direct Training and Support*

NVQ/SVQ consists of 9 units, incorporating 6 mandatory and 2 optional from set A (from 4) plus 1 optional from set B (from 6). (Alternatively 3 from set A and none from set B).

Mandatory units:

UNIT	TITLE
G3	Evaluate and develop own practice
L3	Identify individual learning aims and programmes
L5	Agree learning programmes with learners
L6	Develop training sessions
L9	Create a climate that promotes learning
L16	Monitor and review progress with learners

Plus Optional units A- any two from:

UNIT	TITLE
L10	Enable learning through presentations
L11	Enable learning through demonstrations and instructions
L12	Enable individual learning through coaching
L13	Enable group learning

Plus Optional units B - any 1 from:

L14	Support learners by mentoring in the workplace
L15	Support and advise individual learners
A1*	Assess candidates using a range of methods
A2*	Assess candidates' performance through observation
L20	Support competence achieved in the workplace
H+S D	Review health and safety procedures in the workplace

*Candidates may choose either A1 or A2; it is not permissible to choose both of these units

Alternatively 3 from Set A and none from Set B

** qualification developed through DfEE project for practitioners delivering Government-Funded Work-Based Learning*

Level 4 Learning and Development

Full NVQ/SVQ consists of 12 units, incorporating 8 mandatory units and 4 optional (from 14).

Mandatory units:

UNIT	TITLE
G2	Contribute to the learning within the organisation
G3	Evaluate and develop own practice
L4	Design learning programmes
L5	Agree learning programmes with learners
L8	Manage the contribution of other peoples to the learning process
L9	Create a climate that promotes learning
L17	Evaluate and improve learning and development programmes

Either:

L3	Identify individual learning aims and programmes
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Or:

L2	Identify the learning and development needs of the organisation
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Optional units - any four from:

UNIT	TITLE
L7	Prepare and develop resources to support learning
L13	Enable group learning
L14	Support learners by mentoring in the workplace
L15	Support and advise individual learners
L16	Monitor and review progress with learners
L17	Evaluate and improve learning and development programmes
L18	Respond to changes in learning and development
L19	Provide learning and development in international settings
L20	Support competence achieved in the workplace
L21	Plan how to provide basic skills in the workplace
L22	Introduce training for basic skills in the workplace
A1*	Assess candidates' using a range of methods
A2*	Assess candidates' performance through observation
V1	Conduct internal quality assurance of the assessment process

*Candidates may choose either A1 or A2; it is not permissible to choose both of these units

Level 4 Management of Learning and Development Provision*

NVQ/SVQ consists of 8 units, incorporating 6 mandatory and 2 optional (from 7).

Mandatory units:

UNIT	TITLE
L1	Develop a strategy and plan for learning and development
P2	Develop a strategy and plan to provide all people resources for the organisation
L2	Identify the learning and development needs of the organisation
L17	Evaluate and improve learning and development programmes
G3	Evaluate and develop own practice
C13 (METO)	Manage the performance of teams and individuals

Plus Optional units - any two from:

UNIT	TITLE
L3	Identify individual learning aims and programmes
L4	Design learning programmes
L8	Manage the contribution of other people to the learning process
L7	Prepare and develop resources to support learning
V1	Conduct internal quality assurance of the assessment process
B3 (METO)	Manage the use of financial resources
H+S D	Review health and safety procedures in the workplace

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Level 4 Co-ordination of Learning and Development Provision*

NVQ/SVQ consists of 7 units, incorporating 6 mandatory and 1 optional (from 7).

Mandatory units:

UNIT	TITLE
L3	Identify individual learning aims and programmes
L4	Design learning programmes
L5	Agree learning programmes with learners
L8	Manage the contribution of other people to the learning process
L17	Evaluate and improve learning and development programmes
G3	Evaluate and develop own practice

Plus Optional units - any one from:

UNIT	TITLE
L9	Create a climate that promotes learning
L7	Prepare and develop resources to support learning
L15	Support and advise individual learners
L16	Monitor and review progress with learners
L2	Identify the learning and development needs of the organisation
V1	Conduct internal quality assurance of the assessment process
H+S D	Review health and safety procedures in the workplace

** qualification developed through DfEE project for practitioners delivering Government-Funded Work-Based Learning*

Level 5 Learning and Development

Full NVQ/SVQ consists of 12 units, incorporating 8 mandatory and 4 optional (from 7).

Mandatory units:

UNIT	TITLE
G2	Contribute to learning within the organisation
G3	Evaluate and develop own practice
L1	Develop a strategy and plan for learning and development
L2	Identify the learning and development needs of the organisation
L18	Respond to changes in learning and development
P8	Develop a strategy and plan for the promotion of equality of opportunity and diversity
A7 (METO)	Establish to guide the work of your organisation

Either :

B5 (METO)	Secure financial resources for your organisation's plan
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Or :

B3 (METO)	Manage the use of financial resources
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Plus optional units - any four from:

UNIT	TITLE
L4	Design learning programmes
L8	Manage the contribution of other people to the learning process
G8	Manage the performance of teams and individuals
A8 (METO)	Evaluate and improve organisational performance
P13	Design, deliver and evaluate changes to organisational structure
C11	Develop management teams
L17	Evaluate and improve learning and development programmes