



Coordination of Learning and Development Provision NVQ Level 4



Course Content

This is a **7** unit qualification consisting of **6** mandatory and **1** optional unit. All **7** units must be completed in order to achieve the full qualification although single unit accreditation is also available. Your advisor will assist you in choosing the most suitable units for your job role.



Mandatory Units:

- Identify individual learning aims and programmes
- Design learning programmes
- Agree learning programmes with learners
- Manage the contribution of other people to the learning process
- Evaluate and improve learning and development programmes
- Evaluate and develop own practice

Plus **1** Optional Unit from:

- Identify the learning and development needs of the organisation
- Prepare and develop resources to support learning
- Create a climate that promotes learning
- Support and advise individual learners
- Monitor and review progress with learners
- Conduct internal quality assurance of the assessment process
- Review Health and Safety procedures in the workplace.

Why do this course?

On completion of this course you will receive a nationally recognised qualification that proves you have attained a national level of job competence. This course is suitable if your job role involves the management of learning programmes. NVQs are work based qualifications (all evidence is collected through general tasks at work) therefore you must be working or doing work experience to be able to do this qualification.

Delivery

On enrolment you will be allocated an individual advisor; this advisor will regularly visit you at your place of work at times convenient to you. You will also be able to contact your advisor via phone and email between meetings should you have any difficulties or questions. You will also receive a unique username and password which allows you to gain access from our website to support material specifically for your qualification. Your advisor will show you how to use this resource.





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STAR also provides all its candidates with an electronic continuous professional development portfolio that allows you to keep track of all your records, achievements and assess your development needs in one flexible document.

Course Duration

One of the main benefits of doing an NVQ with STAR is we do not set time frames on our courses. It is our philosophy that no one can fail an NVQ, it may simply take some individuals longer than others to complete depending on their current level of competence. However an average time of completion is between 12-15 months for this course.

To Apply

Please contact a member of our team on 01904 612 231 or return the enclosed fax back form.



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