



# Learning and Development NVQ Level 4



## Course Content

This is a **12** unit qualification consisting of **8** mandatory and **4** optional units. All **12** 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:

- Contribute to learning within the organisation
- Evaluate and develop own practice
- Design learning programme
- Agree learning programmes with learners
- Manage the contribution of other people to the learning process
- Create a climate that promotes learning
- Evaluate and improve learning and development programmes
- Monitor and review progress with learners
- Respond to changes in learning and development
- Provide learning and development in international settings
- Plan how to provide basic skills in the workplace
- Introduce training for basic skills in the workplace
- Assess candidates using a range of methods
- Assess candidates' performance through observation
- Conduct internal quality assurance of the assessment process

And **a choice** of either of the following:

- Identify individual learning aims and programmes
- Identify the learning and development needs of the organisation

Plus **4 Optional Units** from:

- Prepare and develop resources to support learning
- Enable group learning
- Support learners by monitoring in the workplace
- Support and advise individual learners

## 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 training and developing training courses. 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.



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## 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.

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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