



# City & Guilds Level 3 & 4 Learning and Development awards

## Background

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The range of qualifications at level 3 and 4 in Learning and Development are available to anyone working in accredited and non-accredited learning and provide routes for learners to understand and work in the field of learning and development. They are part of the qualification credit framework (QCF).

## Programme Structure

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The courses are structured to meet the candidate's individual need and therefore is delivered and assessed in their own workplace. The duration will depend on the number of units selected and the timely submission of evidence but should not exceed 12 months. Advice will be given on the most appropriate units to undertake in line with the candidate's job role and award structure.

## Assessment

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Individuals undertaking the qualification will be allocated a qualified assessor. Assessment is a planned & agreed process, formal assessment will take place when the individual and the assessor feel both parties are ready. Assessments will occur at intervals, the assessor will observe the candidate carrying out normal working practices, discuss the assessment process and question to confirm knowledge and understanding. Evidence will be generated from what the individual does in their normal job role. Products resulting from work undertaken may also be used as evidence.

## Quality Assurance

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Internal and external quality assurance procedures will be implemented throughout the duration of this award. An Internal Verifier/Quality Assurer will be responsible for ensuring the quality and consistency of all assessment decisions. An External Verifier is responsible for monitoring the performance of the centre.

## Award Aim & Structure

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There are five qualifications in the Learning and Development series available:

### **Level 3 Award in Understanding The Principles and Practices of Learning and Development**

An introduction to the learning and development sector. It consists of one unit of 6 QCF credits and does not require any evidence of practice.

### **Level 3 Award in Facilitating Learning and Development**

For practitioners who can demonstrate knowledge and understanding of learning and development working in one of two contexts – either with groups or with individual learners. It is a two unit award worth 12 QCF credits.

### **Level 3 Certificate in Facilitating Learning and Development**

For practitioners who cover several phases of the learning and development cycle in their work. Also suitable for those who have achieved one of the level 3 awards and wish to develop their practice further. It is worth a minimum of 30 QCF credits from a range of mandatory and optional units.

### **Level 4 Award in Learning and Development**

A 12 credit award which consists of the mandatory 6 credit unit Principles, theories and practices of learning and development and a range of optional units for learners to achieve the remaining 6 credits.

### **Level 4 Diploma in Learning and Development**

To achieve the Diploma learners must achieve a minimum of 45 credits. 12 credits are from the two mandatory units: Principles, theories and practices of learning and development & Reflect on and improve own practice in learning and development. The remaining 33 credits are achieved from a range of optional units. There is the opportunity within the optional units to achieve a management endorsement.

## How to book this course

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**This award is available immediately on demand. To find out more and book a place please contact Further Training on 0845 600 6690 or email [further.training@bctg.org.uk](mailto:further.training@bctg.org.uk)**