



City &amp; Guilds Accredited

# Certificate in Learning and Development

Level 3 Certificate in Learning and Development (6318-03)

Accreditation Number: 600/2746/0



Duration dependent on unit selection



Evidence-based activity



In person



Aligned to company competence standards



## Pre-requisites

Candidates will need to be working in an environment where they have sufficient opportunity to meet the criteria for the relevant units chosen.

## Recommended for

This course is ideal for:

- New or aspiring Trainers, Tutors, or Assessors
- Professionals supporting training and development within safety-critical environments
- Individuals seeking career progression within the Learning & Development function

## Course outcomes

Candidates have a 18-24 month period in which to complete the course, and will achieve a **City & Guilds Level 3 Certificate in Learning and Development**.

## Assessment criteria

- Each unit will be assessed using methods that are appropriate to its content
- Competence will be assessed through a combination of observed performance, portfolio evidence, and knowledge-based tasks, aligned with City & Guilds requirements.

## We understand the unique challenges of training in safety-critical environments

Our Learning and Development Certificate gives you the skills to plan, deliver and assess engaging training that makes a real impact

## What is it:

The **Level 3 Certificate in Learning and Development** is a nationally recognised City & Guilds qualification, tailored for the railway industry. It equips candidates with a broad and practical foundation in training, tutoring, and assessing, enabling them to support the development of others in a safety-critical environment. The AssessTech team will work with each candidate to determine the best possible selection of units to suit them and their company needs with a fixed and achievable end date.

## What you can expect:

During the training, candidates will receive:

- **Course Duration:** Dependent on unit selection
- **Access to AssessBook:** To submit and store all necessary evidence and other work for achieving the certificate.
- **Flexible Pathway:** Candidates choose from optional units based on their focus, tailoring the learning journey to their role.
- **Ongoing Support:** Throughout the course, candidates receive personalised coaching and regular feedback from the AssessTech's

training team to ensure successful completion.

- **Evidence Building:** Learners will collect and submit real-world evidence of their practice and development.
- **City & Guilds Registration:** Each new candidate will be registered with City & Guilds, allowing them to build on existing knowledge and skills.

## Core training content

To achieve the City & Guilds Level 3 Certificate in Learning and Development, learners must achieve a minimum of **30 credits**

- **12 credits** must be obtained from the two mandatory units
  - 001
  - 012
- A minimum of **6 credits** from either
  - 008
  - 009
- The remaining **12 credits** can be obtained from any of the following units:
  - 004
  - 006-009
  - 011
  - 013-016
  - 019-021

## Level 3 Award: Facilitating Learning and Development

Unit accreditation number	City & Guilds unit	Unit title	Credit Value
<b>Mandatory</b>	<b>Group A</b>	<b>Learners must achieve all 12 credits</b>	
Y/502/9541	001	Understand the principles and Practices of learning and development	6
J/502/9552	012	Reflect on and improve one's own practice in learning and development	6
<b>Optional</b>	<b>Group B</b>	<b>Learners must achieve a minimum of 6 credits from either B1 or B2</b>	
<b>B1</b>			
F/502/9548	008	Facilitate learning and development in groups	6
<b>B2</b>			
J/502/9549	009	Facilitate learning and development for individuals	6
<b>Optional</b>	<b>Group C</b>	<b>Learners must achieve a minimum of 12 credits from any optional groups (incl. group B)</b>	
	<b>C1</b>	<b>If this group is taken learners must achieve all 9 credits</b>	
D/601/5313	014	Understanding the principles and practices of assessment	3
H/601/5314	015	Assess occupational competence in the work environment	6
	<b>C2</b>	<b>If this group is taken learners must achieve all 9 credits</b>	
D/601/5313	014	Understanding the principles and practices of assessment	3
F/601/5319	016	Assess vocational skills, knowledge and understanding	3
	<b>C3</b>	<b>If this group is taken learners must achieve at least one unit</b>	
K/502/9544	004	Identify individual learning and development needs	3
T/502/9546	006	Plan and prepare specific learning and development opportunities	6
A/502/9547	007	Develop and prepare resources for learning and development	6
F/502/9551	011	Engage learners in the learning and development process	6
L/502/9553	013	Evaluate and improve learning and development provision	6
R/502/9554	019	Provide information and advice to learners and employers	3
Y/502/9555	020	Engage with employers to develop and support learning provision	6
R/600/1764	021	Understanding the employing organisation	3

## Group A

### 001 Understand the principles and practices of learning and development

**Unit 001** assesses a learning and development candidate's understanding of how to facilitate learning and development for individuals.

This could be someone in a coaching or mentoring role. They are required to understand the use of a variety of methods.

#### Learning outcomes:

1. Understand the purpose and context of learning and development
2. Understand the learning and development cycle
3. Understand the needs of learners in relation to learning and development
4. Understand the roles and responsibilities of the learning and development practitioner
5. Understand legislative and organisational requirements in relation to learning and development

#### How will this be achieved?

- This unit assesses the principles and practices of learning and development
  - There must be valid, authentic, and sufficient evidence for all the assessment criteria
  - The evidence for this unit will be submitted online as an underpinning knowledge assessment
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### 012 Reflect on and improve own practice in learning and development

**Unit 012** assesses the competence of a practitioner to reflect on, evaluate and improve their learning and development practice.

#### Learning outcomes:

1. Understand approaches to and processes associated with reflective practice and continuing professional development
2. Reflect on own performance as a learning and development practitioner
3. Improve own learning and development practice

#### How will this be achieved?

- This unit assesses occupational competence.
  - Evidence for learning outcomes 2 and 3 must come from performance in the work environment.
  - There must be valid authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.
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## Group B1

### 008 Facilitate learning and development in groups

**Unit 008** assesses the candidate's understanding of group dynamics and facilitating learning and development in groups.

#### **Learning outcomes:**

1. Understand principles and practices of learning and development in groups
2. Facilitate learning and development in groups
3. Assist groups in applying new knowledge and skills in practical contexts
4. Assist learners to reflect on their learning and development undertaken in groups

#### **How will this be achieved?**

Learning outcomes 2, 3 and 4 in this unit require performance evidence of the learner working with real learners in a genuine organisational context.

When assessing Learning outcomes 2, 3 and 4 assessment methods must include:

- Observation of performance in a work environment
- Examining products of work

Supplementary evidence may be gathered by:

- Questioning
  - Discussion
  - Use of others (witness testimony)
  - Looking at practitioner statements
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## Group B2

### 009 Facilitate learning and development for individuals

**Unit 009** is intended to assess a candidate's understanding of how to effectively facilitate learning and development for individuals, such as in a coaching or mentoring capacity.

Candidates are expected to demonstrate knowledge of a range of methods to support individual learning.

#### **Learning outcomes:**

1. Understand principles and practices of one to one learning and development
2. Facilitate one to one learning and development
3. Assist individual learners in applying new knowledge and skills in practical contexts
4. Assist individual learners in reflecting on their learning and/or development

#### **How will this be achieved?**

This unit assesses occupational competence. Evidence for Learning Outcomes 2, 3, and 4 must be gathered through direct performance in the workplace.

Assessment of Learning Outcomes 2, 3, and 4 must include the following methods:

- Observation of performance in the work environment
- Examination of work products

Additional supporting evidence may be collected through:

- Questioning
  - Professional discussion
  - Witness testimonies
  - Practitioner statements
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## Group C1

### 014 Understanding the principles and practices of assessment

**Unit 014** assesses a learning and development practitioner's knowledge and understanding of the principles and practices of assessment.

#### Learning outcomes:

1. Understand the principles and requirements of assessment
2. Understand different types of assessment method
3. Understand how to plan assessment
4. Understand how to involve learners and others in assessment
5. Understand how to make assessment decisions
6. Understand quality assurance of the assessment process
7. Understand how to manage information relating to assessment
8. Understand the legal and good practice requirements in relation to assessment

#### How will this be achieved?

- Evidence for this unit will be gathered through a series of written responses to standardised questions. These must be compiled into your electronic portfolio.
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### 015 Assess occupational competence in the work environment

**Unit 015** assesses a learning and development practitioner's performance in carrying out assessments of occupational competence in a work environment.

#### Learning outcomes:

1. Plan the assessment of occupational competence
2. Be able to make assessment decisions about occupational competence
3. Be able to provide required information following the assessment of occupational competence
4. Be able to maintain legal and good practice requirements when assessing occupational competence

#### How will this be achieved?

- The evidence for this unit will be completed through four practical assessments within the candidate's work environment, involving two individuals (e.g., two assessments on two individuals). This allows the training Assessor to develop their candidate within the work environment.

## Group C2

### 014 Understanding the principles and practices of assessment

**Unit 014** assesses a learning and development practitioner's knowledge and understanding of the principles and practices of assessment.

#### Learning outcomes:

1. Understand the principles and requirements of assessment
2. Understand different types of assessment method
3. Understand how to plan assessment
4. Understand how to involve learners and others in assessment
5. Understand how to make assessment decisions
6. Understand quality assurance of the assessment process
7. Understand how to manage information relating to assessment
8. Understand the legal and good practice requirements in relation to assessment

#### How will this be achieved?

- The evidence for this unit will be completed through a series of written responses to standardised questions, which can be completed either within the class environment or as a project for candidates to complete at their own pace.
  - The AssessTech trainer will decide the best approach based on the candidate's needs.
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### 016 Assess vocational skills, knowledge and understanding

**Unit 016** assesses a learning and development practitioner's performance in carrying out the assessment of vocational skills, knowledge and understanding. The unit does not require the design of assessments.

#### Learning outcomes:

- Be able to prepare assessments of vocational skills, knowledge and understanding
- Be able to carry out assessments of vocational skills, knowledge and understanding
- Be able to provide required information following the assessment of vocational skills, knowledge and understanding
- Be able to maintain legal and good practice requirements when assessing vocational skills, knowledge and understanding

#### How will this be achieved?

Evidence for all learning outcomes must come from carrying out assessments with real learners.

## Group C3

### 004 Identify individual learning and development needs

**Unit 004** assesses a learning and development practitioner's understanding of and competence in carrying out a learning or training needs analysis for an individual.

#### Learning outcomes:

1. Understand the principles and practices of learning needs analysis for individuals
2. Conduct learning needs analysis for individuals
3. Agree individual learning and development needs

#### How will this be achieved?

- This unit assesses occupational competence.
  - Evidence for learning outcomes 2 and 3 must come from performance in the work environment.
  - There must be valid authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.
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### 006 Plan and prepare specific learning and development opportunities

**Unit 006** assesses a learning and development practitioner's competence in planning and preparing learning and development - for example formal training sessions, coaching sessions or informal experiences such as periods in the workplace.

#### Learning outcomes:

1. Plan learning and development opportunities
2. Prepare specific learning and development opportunities to meet learner needs

#### How will this be achieved?

- This unit assesses occupational competence.
  - Evidence for all learning outcomes must come from performance in the work environment.
  - There must be valid authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.
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## **007 Develop and prepare resources for learning and development**

**Unit 007** assesses a learning and development practitioner's competence in developing and preparing resources to support learning and development.

### **Learning outcomes:**

1. Understand principles underpinning development and preparation of resources for learning and development
2. Develop resources to meet learning and development needs

### **How will this be achieved?**

- This unit assesses occupational competence.
  - Evidence for learning outcome 2 must come from performance in the work environment.
  - There must be valid authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.
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## **011 Engage learners in the learning and development process**

**Unit 011** assesses a learning and development practitioner's competence in assisting learners to become engaged and involved in their own learning and development process. It includes knowledge and understanding of the role of mentoring, but does not include the development of specific mentoring skills. Although it implies assistance and support for the learner, the unit is not about learning support.

### **Learning outcomes:**

1. Understand principles and purpose of engaging learners in learning and development
2. Understand the role of mentoring in facilitating learning
3. Assist and engage the learner in the learning and development process
4. Assist the learner in reviewing their own progress

### **How will this be achieved?**

- This unit assesses occupational competence.
  - Evidence for learning outcomes 3 and 4 must come from performance in the work environment.
  - There must be valid authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.
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### 013 Evaluate and improve learning and development provision

**Unit 013** assesses a learning and development practitioner's competence in assisting learners to evaluate and improve the learning and development for which they are responsible on an ongoing basis.

#### **Learning outcomes:**

1. Understand contexts for evaluation and quality improvement of learning and development
2. Understand evaluation of learning and development
3. Be able to evaluate learning and development in accordance with organisational requirements
4. Be able to improve learning and development ensuring regulatory and organisational requirements are met

#### **How will this be achieved?**

- This unit assesses occupational competence.
  - Evidence for learning outcomes 3 and 4 must come from performance in the work environment.
  - There must be valid authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.
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### 019 Provide information and advice to learners and employers

**Unit 019** assesses a learning and development practitioner's performance in providing information and advice to learners and employers. Information and advice could cover: learning and development opportunities, assessment and qualifications, careers and progression routes, funding sources or professional support.

#### **Learning outcomes:**

1. Understand information and advice available for learners and employers
2. Understand own boundaries and limitations in relation to providing information and advice
3. Be able to provide information and advice to learners and employers
4. Be able to assist learners and employers to access information and advice

#### **How will this be achieved?**

This unit assesses occupational competence. Evidence for learning outcomes 3 and 4 must come from performance in the work environment.

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## 020 Engage with employers to develop and support learning provision

**Unit 020** assesses a learning and development practitioner's competence in working with employers to provide learning and development opportunities for learners. Opportunities might include, for example: work experience placements, apprenticeship programmes, mentoring.

### Learning outcomes:

1. Understand information relating to employers developing provision for learners
2. Understand how to engage with employers for the benefit of learners
3. Be able to engage with employers for the benefit of learners
4. Be able to evaluate the effect of employer provision on the learner and partner organisation

### How will this be achieved?

This unit assesses understanding and occupational competence. Evidence for learning outcomes 3 and 4 must come from performance in the work environment.

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## 021 Understanding the employing organisation

**Unit 021** covers the knowledge and understanding that employees require concerning:

- the aims, objectives and structure of their organisation
- the contribution they can make to the organisation's objectives
- opportunities for professional and career development in the organisation

### Learning outcomes:

1. Understand the structure of their organisation
2. Understand the key aims and objectives of their organisation
3. Understand their own contribution to their organisation's key aims and objectives
4. Understand the opportunities for entry, professional development and progression within their organisation

### How will this be achieved?

There must be valid authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

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Book your course:

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