



City &amp; Guilds Accredited

# Instructor Award

Level 3 Award in Facilitating Learning and Development (6318-02)

Accreditation Number: 600/2556/6



Three days training



Evidence-based activity



In person

Aligned to company  
competence standards

## Pre-requisite

There are no pre-requisites for the Instructor Award.

## Recommended for

This is an ideal course for:

- Trainers and instructors looking to strengthen their individual and group coaching capabilities
- Operational staff taking on roles that require them to mentor or train individuals and groups

## Overview

AssessTech delivers the Instructor Award in person.

### Learners will :

- Gain experience in planning and delivering training sessions
- Understand core Learning and Development principles
- Plan and deliver effective training sessions

## Course outcomes

Candidates have a 12 month period in which to complete the course, and will achieve a **City & Guilds Level 3 Award in Facilitating Learning and Development**.

## We understand how coaching works best in safety-critical environments

Our Instructor Award helps you connect with individuals, offer meaningful guidance and support development in a way that's practical and engaging

## What is it:

The Instructor Award is designed to build essential one to one and group coaching skills for professionals delivering training in the workplace. It blends foundational knowledge with live practice sessions, equipping candidates to plan and deliver high-quality coaching sessions.

## What you can expect:

During the training, candidates will receive:

- **Three-day Training:** Delivered in a classroom setting, covering underpinning knowledge, training groups and training individuals in accordance with City & Guilds requirements.
- **Access to AssessBook:** A platform to store all necessary evidence for achieving the award.

- **Workplace Assessments:** Including a group and one to one training assessment, contributing towards the award portfolio.
- **Portfolio Verification**
- **Ongoing Support**
- **Award Certification:** Successful candidates receive a City & Guilds certificate.
- **City & Guilds Registration:** Each new candidate will be registered with City & Guilds, allowing you to build on existing knowledge and skills.

## Assessment criteria

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

- Online underpinning knowledge assessment

### Unit 008 - Facilitate learning and development in groups

- Two live training/coaching sessions, group delivery

### Unit 009 - Facilitate learning and development for individuals

- Two live training/coaching sessions, one-to-one delivery

## Core Training Content

- Objectives of learning and development
- Contexts and environments of learning and development
- Learning and development cycle
- Understand learner needs
- Facilitating one-to-one and group learning and development
- Roles and responsibilities of a trainer/coach
- Managing risk and safeguarding learners
- Legislation in relation to learning and development
- Organisational requirements in relation to learning and development
- Understand the benefits of applying new knowledge and skills
- Application of knowledge and learning in practical contexts
- Individual self-evaluation
- Adapting delivery to individual learner needs
- Learners' rights in relation to equality and diversity
- Barriers to individual learning and motivation
- Monitor individual learner progress
- Assess learning with dynamic feedback
- Developmental discussions and feedback funnel
- Course evaluation and feedback
- Session planning
- Building a lesson plan

## Level 3 Award: Facilitating Learning and Development

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

**Unit 001** assesses a candidate's understanding of how to facilitate learning and development for individuals and groups. This could be someone in a coaching or mentoring role.

#### 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.

### Unit 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

### Unit 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.

#### 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
5. Demonstrate knowledge of a range of methods to support individual learning

#### How will this be achieved?

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
- Examining products of work

## Book your course:

**Email:** [bookings@assesstech.com](mailto:bookings@assesstech.com)  
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