

Competence and knowledge in the Level 3 Certificate in Learning and Development

The **Level 3 Certificate in Learning and Development** requires the achievement of a minimum of 30 credits. In addition to the units that make up the Level 3 Award in Facilitating Learning and Development, practitioners must achieve a unit in continuing professional development.

To achieve the full Level 3 Certificate they must select a further 12 credits from a range of optional units which include, for example, learning needs analysis, working with both groups and individuals, planning learning and development sessions and resources, assessing learners, providing information and advice to learners and employers, supporting learners through the learning and development process and engaging with employers.

Rules of Combination

To be awarded this qualification, the practitioner must achieve a total of 30 credits.

Twelve (12) credits must be taken from Group A (mandatory) made up from two (2) units.

A further six (6) credits must be taken from Group B (optional) – one unit from sub group B1 or B2 must be chosen.

The remaining 12 credits must be taken from Group B and Group C. Six (6) credits must be taken from any of the sub groups C1, C2 or C3. If C1 is taken both units are mandatory in this sub group. If C2 is chosen both units are mandatory in this sub group. If C3 is chosen at least one unit must be taken in this sub group.

Unit title	Unit ID	Type of unit (knowledge/ competence/ combined)	Competence		Knowledge		Totals	
			Credit	GLH	Credit	GLH	Credit	GLH
GROUP A (mandatory units)								
Understanding the principles and practices of learning and development	Y/502/9541	Knowledge	0	0	6	25	6	25
Reflect on and improve own practice in learning and development	J/502/9552	Combined	4	17	2	8	6	25
GROUP B (optional group)								
Sub group B1								
Facilitate learning and development in groups	F/502/9548	Combined	4	19	2	6	6	25
Sub group B2								
Facilitate learning and development for individuals	J/502/9549	Combined	4	19	2	6	6	25
GROUP C (optional group)								

Sub group C1								
Assess occupational competence in the work environment	H/601/5314	Competence	6	30	0	0	6	30
Understanding the principles and practices of assessment	D/601/5313	Knowledge	0	0	3	24	3	24
Sub group C2								
Assess vocational skills, knowledge and understanding	F/601/5319	Competence	6	30	0	0	6	30
Understanding the principles and practices of assessment	D/601/5313	Knowledge	0	0	3	24	3	24
Sub group C3								
Identify individual learning and development needs	K/502/9544	Combined	2	16	1	8	3	24
Plan and prepare specific learning and development opportunities	T/502/9546	Competence	6	20	0	0	6	20
Develop and prepare resources for learning and development	A/502/9547	Combined	4	17	2	8	6	25
Engage learners in the learning and development process	F/502/9551	Combined	3	15	3	15	6	30
Evaluate and improve learning and development provision	L/502/9553	Combined	3	13	3	12	6	25
Understanding the principles and practices of assessment	D/601/5313	Knowledge	0	0	3	24	3	24
Provide information and advice to learners and employers	R/502/9554	Combined	2	10	1	10	3	20
Engage with employers to develop and support learning provision	Y/502/9555	Combined	3	13	3	12	6	25
Understanding the employing organisation	R/600/1764	Knowledge	0	0	3	25	3	25

Notes

- i. The figures in the 'Totals' column represent the total number of credits and GLH for each unit, as specified on the Register of Accredited Qualifications.
- ii. The number of credits and GLH assigned to competence and knowledge within each unit are estimated based on the proportion of learning outcomes that relate to knowledge or competence in the unit.

