Unit Title:	**Engage with employers to facilitate workforce development**
OCR unit number	41*
Level:	4
Credit value:	6
Guided learning hours:	30
Unit accreditation no:	D/502/9556

*This unit has a different OCR number if taken within the L&D suite.

Unit purpose and aim

The aim of this unit is to assess a practitioner's competence in designing and delivering learning and development solutions to businesses.

'Practitioner' means anyone with a learning and development responsibility as part of their role.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1 Understand the opportunities available for workforce development	**The Learner can:** 1.1 Analyse national approaches related to the skilling and productivity of the workforce in line with current legislation and socio-economic requirements 1.2 Explain what constitutes workforce development in a business context 1.3 Explain the funding opportunities available for workforce development	Candidates may consider: The current provision for skilling the workforce The current approaches to productivity within the workforce The legislation that must be considered with regards to skilling and productivity of the workforce The impact of the current socio-economic requirements are having on the workforce The current priority in workforce development and why Why workforce development is important and what are the consequences of not developing the workforce Where funding can be sourced from

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Learning Outcomes	Assessment Criteria	Exemplification
		The funding opportunities currently available for workforce development
2 Understand how to engage with employers to promote workforce development	2.1 Analyse information about individual employers and employment sectors, locally and nationally 2.2 Explain how to gauge employers' level of interest in workforce development opportunities 2.3 Evaluate methods of approaching and engaging with employers to motivate them to engage in workforce development	Candidates may consider: The main employment sectors nationally The main employment sectors locally The national needs for workforce development The local needs for workforce development Candidates may consider how to: Identify local employers with development needs and why these have occurred Candidates may consider: How can you aid them in this workforce development What motivate employers How can workforce development benefit employers How can employers be approached regarding workforce development What input from an employer would you expect when they are considering workforce development What constraints are there on what you can offer the employer What barriers an employer might have to workforce development What are positive signs of employer interest in workforce development

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Learning Outcomes	Assessment Criteria	Exemplification
		What would indicate the employer is not interested in workforce development
3 Understand how to design learning and development opportunities in the workplace	3.1 Analyse what motivates employees to undertake learning and development in the workplace 3.2 Explain the key factors to be considered when designing learning and development solutions for employers and employees 3.3 Critically compare learning and development programmes which already exist with newly developed opportunities	Candidates may consider: Employee needs The consequences of not undertaking learning and development Time scales Available resources/existing resources The benefits of workplace learning and development The disadvantages of workplace learning and development Key factors including: • Costs • Expertise • Time • National accreditation • Legal requirements • Statutory requirements • Quality of the learning and development programmes
4 Understand how to facilitate learning and development opportunities in the workplace	4.1 Identify the sources of support and resources that are available from stakeholders 4.2 Explain how employees might overcome obstacles when engaging with learning and development 4.3 Explain how to select, support and monitor staff delivering learning and development solutions 4.4 Evaluate the impact of workforce development opportunities on:	Candidates may consider: The resources and support the employer has access to The resources and support the other stakeholders/agencies may have available Constraints, both internally and externally, an employee may face Concerns to be addressed before commencing learning and development Extra support that employees have been given, for example with extra literacy support

Learning Outcomes	Assessment Criteria	Exemplification
	• employees • businesses	How workforce development impacts on how their organisation selects staff What the job requirements are, e.g. qualifications, experience, continuous professional development Techniques used to monitor the impact of workforce development on employees and businesses eg appraisal systems What evaluation is carried out on the impact of workforce development on employees and businesses
5 Be able to engage with employers on workforce development issues	5.1 Research information about the business needs of employers in relation to productivity and performance 5.2 Report to employers employee development needs in a professional manner	Candidates may consider: What are business needs What is productivity and performance What issues do employers face with regards to productivity and performance Minutes of meetings with employers when they have discussed their business needs in relation to productivity and performance Observation of communications with employers Phone calls or written communication to employers Minutes of meetings with employers Other recorded communication with employers
6 Be able to work with employers to facilitate workforce development solutions	6.1 Prepare information and advice for the employer on solutions relevant to their business 6.2 Review employer	Candidates may consider: Information prepared for employers that identifies business solutions Completed learning and

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Learning Outcomes	Assessment Criteria	Exemplification
	workforce development needs using methods relevant to the nature of the business and its employees 6.3 Propose solutions that recognise the needs of the workforce 6.4 Implement processes to develop and support the workforce within a business partnership with the employer 6.5 Provide ongoing evaluation of workforce development for the purposes of quality improvement 6.6 Work with the employer to measure the impact of workforce development on their business	development plans for the employer Business wide plans, based on employer needs and previous meetings and discussions. Companywide training programmes for the employees Observations of meetings Records of meetings Offer of learning and development to the employer Process and procedures to develop workforce Action plans for the development Monitoring documentation Reviewing strategy Minutes of meetings Observations of meetings How the impact will be measured – eg what outcomes is the employer aiming for Review of outcomes Recording of outcomes How will the outcomes be evaluated

Assessment

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of the knowledge and understanding.

This unit assesses occupational competence. Evidence for learning outcomes 5 and 6 must come from performance in the work environment. Simulations, projects or assignments are not allowed for these learning outcomes.

Evidence requirements

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.

National Occupational Standards (NOS) mapping/signposting

Learning and Skills Improvement Service (LSIS) Engaging Employers National Occupational Standards 2010, Standard 2.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk.

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