Unit Title:	**Identify individual learning and development needs**
OCR unit number	23*
Level:	3
Credit value:	3
Guided learning hours:	24
Unit accreditation no:	K/502/9544

*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 learning and development practitioner's understanding of and competence in carrying out a learning or training needs analysis for an individual. '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 principles and practices of learning needs analysis for individuals	**The Learner can:** 1.1 Explain the principles and practices of learning needs analysis for individuals 1.2 Analyse the factors that influence individual learning needs, preferences and styles 1.3 Compare methods used to assess individual learning needs	AC1.1 • The purpose of a learning needs analysis • The data required to carry it out • How to gather and collate the information required • How to interpret and analyse the data gathered AC1.2 • Learning styles and how they affect learning – eg - Kolb - Honey and Mumford - Others • What the various learning styles are – eg - activist - pragmatist - reflector - theorist - visual - auditory

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Learning Outcomes	Assessment Criteria	Exemplification
		- kinaesthetic - others and how to adapt practice to meet differing needs • Multiple Intelligence theory AC1.3 • The methods available to identify learning needs • The potential advantages and disadvantages of each
2 Be able to conduct learning needs analysis for individuals	2.1 Agree the purpose, aims and methodology of the learning needs analysis with individuals 2.2 Apply learning needs analysis methodology to assess the individual's current level of achievement and potential 2.3 Analyse learning needs and communicate to the learner	AC2.1 • Explanations of the purpose of a learning needs analysis to different learners • Explanations to different learners of what it entails and how it will be carried out AC2.2 • Records of learning needs analysis carried out with different learners AC2.3 • Records of providing different learners with feedback from a learning needs analysis • Records of discussions with different learners about their learning needs
3 Be able to agree individual learning and development needs	3.1 Agree and prioritise individual learning and development needs 3.2 Advise individuals about learning and development options to meet: • learner priorities • learning preferences • learning styles	AC3.1 • Obtaining agreement from different learners on their learning needs • Records of how learning needs of learners are prioritised and why • Development plans agreed with different learners AC3.2 • Records of giving advice to different learners on a range of opportunities, inside the organisation,

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Learning Outcomes	Assessment Criteria	Exemplification
		outside the organisation and how to access them • Records of discussions with different learners on how their individual learning needs could be met

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 2 and 3 must come from performance in a 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 Development National Occupational Standards Standard 2: Identify individuals' learning needs.

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.