Unit Title:	**Develop and prepare resources for learning and development**
OCR unit number	26*
Level:	4
Credit value:	6
Guided learning hours:	25
Unit accreditation no:	A/502/9547

*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 competence in developing and preparing resources to support learning and development. 'Develop' covers preparing and producing resources 'from scratch' as well as adapting existing resources to meet the needs of learners. 'Resources' also cover the preparation of the learning environment, learning materials and equipment used to support learning. Examples of resources include: technical equipment, IT-based learning, handouts, workbooks and visits to places of interest. 'Practitioner' means anyone with a learning and development responsibility as part of their role.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1 Understand principles underpinning development and preparation of resources for learning and development	**The Learner can:** 1.1 Explain principles underpinning resource selection for learning and development 1.2 Analyse factors that are important when developing and preparing resources that conform to national legislation and organisational policies 1.3 Evaluate the contribution of technology to the development of learning and development resources	Candidates may consider: • What existing resources are available • Cost of developing/preparing new resources • Purpose of the resource • Who the resource is aimed at • Level of complexity required for the resource • Financial constraints • Timescales for development of the resources • Copyright issues • Benefits of collaborative working • What technologies/facilities are available • How the resource will be used • Capabilities of the audience • Capabilities of the

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Learning Outcomes	Assessment Criteria	Exemplification
		developer • Benefits of technology to the development • Existing technology based resources available to assist with the development
2 Be able to develop resources to meet learning and development needs	2.1 Agree needs of learners for whom resources are being developed 2.2 Prepare resources for the delivery of learning and development ensuring legislative and organisational health, safety, welfare, equality and inclusion requirements are met 2.3 Plan adaptations to and use of technology within resources to meet learning and development needs 2.4 Prepare guidance to assist those using learning and development resources 2.5 Evaluate the suitability of resources for learning and development	Candidates may consider: • Training needs analysis that they have carried out on groups or individuals • Personal development plans that highlight training needs • Products that they have developed • Examples of resources used • Amendments to current resources for use with different learners • New resources, with rational behind the need for their development • Feedback indicating the need for new resources • Minutes of meetings identifying the need for new resources • Identified issues or concerns with resources that require amendment • Minutes of meetings or feedback from learners that indicate the resources should be amended • Notes pages in power point presentation • Guidance manuals, policies, procedures or other forms of information • Sharing good practice, eg via regular meetings; shared resource files • What external requirements have to be adhered to • Examples of information sourced to assist with the resource development • How the resource will be used • The target audience of the resource

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Learning Outcomes	Assessment Criteria	Exemplification
		• Benefits and drawbacks of resources for learning and development

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 outcome 2 must come from performance in the work environment. Simulations, projects or assignments are not allowed.

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 5: Plan and prepare learning and development resources.

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.