Unit Title:	**Manage individuals' development in the workplace**
OCR unit number:	8
Level:	3
Credit value:	3
Guided learning hours:	10
Unit reference number:	L/506/1922

Unit aim and purpose

This unit aims to develop the knowledge and skills required to manage individuals' development in the workplace. Upon completion of this unit, learners will be able to carry out performance appraisals and support the learning and development of individual team members.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Be able to carry out performance appraisals	**The Learner can:** 1.1 Explain the purpose of performance reviews and appraisals 1.2 Explain techniques to prepare for and carry out appraisals 1.3 Provide a private environment in which to carry out appraisals 1.4 Carry out performance reviews and appraisals in accordance with organisational policies and procedures 1.5 Provide clear, specific and evidence based feedback sensitively 1.6 Agree future actions that are consistent with appraisal findings and identified development needs	
2 Be able to support the learning and development of individual team members	2.1 Describe **training techniques** that can be applied in the workplace 2.2 Analyse the advantages and disadvantages of learning and development interventions and methods 2.3 Explain organisational learning and development policies and resource availability	**Training techniques** may include: • project work • delegation of specific tasks • work shadowing • temporary job transfers • practical demonstrations

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.4 Review individuals' learning and development needs at regular intervals 2.5 Suggest learning and development opportunities and interventions that are likely to meet individual and business needs	• external seminars and programmes • in-company workshops, using an internal or external trainer • distance learning programmes, possibly leading to certification • learning manuals • webinars • business training games

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LDC1 CFAM&LDC2	• Identify individuals' learning needs and styles • Support individuals' learning and development

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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