



Information Brief



Learning and Development Level 4 SQA Group Award GA2C 24

To achieve a full award, candidates must achieve **eight units** made up of **three mandatory units** and **five optional units**. At least one unit must be selected from Group A.

Mandatory Units

- Plan and prepare learning and development programmes
- Evaluate and improve learning and development programmes
- Reflect on, develop and maintain own skills and practice in learning and development

Optional Units

Group A

- Identify collective learning and development needs
- Identify individuals' learning and development needs

Group B

- Develop and prepare resources for learning and development
- Manage learning and development in groups
- Facilitate individual learning and development
- Engage and support learners in the learning and development process
- Assess workplace competence using direct and indirect methods
- Internally monitor and maintain the quality of workplace assessment

Group C

- Develop and implement operational plans for your area of responsibility
- Provide leadership in your area of responsibility
- Promote equality of opportunity, diversity and inclusion in your area of responsibility
- Encourage innovation in your area of responsibility
- Develop productive working relationships with colleagues and stakeholders
- Allocate and monitor the progress and quality of work in your area of responsibility
- Build and manage teams
- Manage finance for your area of responsibility
- Manage quality systems

SCOTTISH VOCATIONAL QUALIFICATIONS

Who needs an SVQ?

Anyone in the workplace. SVQs are work based qualifications for anyone who undertakes a job role. They are open to anyone in employment and there are no entry requirements necessary.

What is the purpose of an SVQ?

SVQs give recognition of the skills and competencies of anyone in the workplace. Different levels provide the individual with a learning opportunity to demonstrate their knowledge and skill whilst developing themselves on the career ladder. SVQ units encompass a wide range of related work topics.

What are the benefits of an SVQ?

An employee will benefit by

- Having more understanding of their responsibilities.
- An opportunity to develop new skills
- Accreditation of current skills

An employer will benefit by

- More developed staff giving better performance.
- More staff motivation
- Better service to clients

The Scottish MODERN APPRENTICESHIP AWARDS 2010 WINNER of the 'Learning Provider of the year' Category

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