Step Up Training and Care

From Training to Caring, we deliver excellence

Qualification Name	**Level 4 Diploma in Learning and Development (RQF)**
Qualification achieved	**iCQ Level 4 Diploma in Learning and Development (RQF) 601/4465/8**

Qualification Structure

This qualification is assessed by portfolio of evidence:

- Completion of an e-portfolio

Observations of you in practice is required to complete this qualification. If you require, we can help arrange teaching sessions in which you demonstrate your skills as part of your assessment. This practical element can be done on as a classroom-based style assessment or via a remote platform like zoom or teams with a group of learners attending the training sessions you are leading.

Assessments will be by :

- Portfolio of Evidence,
- Practical Demonstration/Assignment

There are no exams required to achieve the qualification

Qualification Duration

The duration of the qualification is depends on what units you pick. On top of that, if you have had prior learning or prior achievements, this may reduce the needed time to prepare for the assessment. However, the estimated total qualification time is 273 hours. 190 of these hours are recommended as guided learning hours.

This equates to approximately a 4-month timescale but is dependent on a learner being engaged in their studies, submitting evidence to match the learning criteria usually on a weekly basis to your personal assessor.

Costs

This course is £700

50% is payable at point of enrolment with the remaining 50% payable upon completion of the qualification.

Who can enrol for this course?

Must be aged 19+.

Entry requirements

There are no other formal entry requirements. However, there is a requirement to carry out an initial assessment of a trainee teacher's personal skill in Maths, English and ICT.

Who is this qualification suitable for?

This qualification is for those who are practitioners who have a degree of autonomy when working across areas of the learning and development cycle. The qualification will enable the practitioners to further their knowledge and skills in this job role and explore the Principles, theories and practices of learning and development and cover how to reflect on and improve own practice in learning and development

The objective of the qualification is to support a role in the workplace and prepare learners to progress to a qualification in the same subject area but at a higher level. The qualification is supported by the Education and Training Foundation.

It can meet the needs of a range of trainee teachers, such as:

• Individuals not currently teaching or training – achievement of the qualification does not require practice other than microteaching, unless units from the Learning and Development suite of qualifications are selected.

• Individuals currently teaching and training, including those new to the profession – although the qualification does not require practice (see explanation above), opportunities may be made available to observe and provide feedback on a trainee teacher's practice.

 • Individuals currently working as assessors, who wish to achieve a qualification that provides an introduction to teaching.

Certification

Upon successful completion of this qualification, you will be issued with a hard copy of your certificate.

Enrolment

Full details of how to enrol on this qualification can be found on our website, under the section Enrolment.

Module Content

To achieve this qualification the practitioner must attain a minimum of 45 credits, of which at least 23 credits must be at or above Level 4.

12 credits must be attained from the units in the Mandatory Group, and the remaining minimum of 33 credits can be taken from any of the Optional Groups. To be awarded a management endorsement, the practitioner must attain a minimum of 18 credits from Optional Group P.

Group M Group M - Mandatory Units
- D/502/9542 Principles, theories and practices of learning and development
- J/502/9552 Reflect on and improve own practice in learning and development

Group A Assess occupational competence in the work environment
- D/601/5313 Understanding the principles and practices of assessment
- H/601/5314 Assess occupational competence in the work environment

Group B Assess vocational skills, knowledge and understanding
- D/601/5313 Understanding the principles and practices of assessment
- F/601/5319 Assess vocational skills, knowledge and understanding

Group C Internally assure the quality of assessment
- A/601/5321 Internally assure the quality of assessment
- T/601/5320 Understanding the principles and practices of internally assuring the quality of assessment

Group D Other optional units within optional Group O1
- A/502/9547 Develop and prepare resources for learning and development
- A/502/9550 Manage learning and development in groups
- D/502/9556 Engage with employers to facilitate workforce development
- D/601/5313 Understanding the principles and practices of assessment
- F/502/9548 Facilitate learning and development in groups
- F/502/9551 Engage learners in the learning and development process
- H/502/9543 Identify the learning needs of organisations
- J/502/9549 Facilitate learning and development for individuals
- K/502/9544 Identify individual learning and development needs
- L/502/9553 Evaluate and improve learning and development provision
- M/502/9545 Develop learning and development programmes
- R/502/9554 Provide information and advice to learners and employers
- T/502/9546 Plan and prepare specific learning and development opportunities
- T/601/5320 Understanding the principles and practices of internally assuring the quality of assessment
- Y/502/9555 Engage with employers to develop and support learning provision

Group E Management units
- A/600/9695 Manage a budget for own area or activity of work
- A/600/9793 Manage the achievement of customer satisfaction
- H/600/9674 Plan, allocate and monitor work in own area of responsibility
- M/600/9600 Set objectives and provide support for team members
- M/600/9628 Manage or support equality of opportunity, diversity and inclusion in own area of responsibility
- M/600/9662 Work productively with colleagues and stakeholders
- T/600/9601 Provide leadership and direction for own area of responsibility
- T/600/9694 Developing collaborative relationships with other organisations
- Y/600/9588 Develop and evaluate operational plans for own area of responsibility

Group P1 Management
- A/600/9695 Manage a budget for own area or activity of work
- A/600/9793 Manage the achievement of customer satisfaction
- H/600/9674 Plan, allocate and monitor work in own area of responsibility
- M/600/9600 Set objectives and provide support for team members
- M/600/9628 Manage or support equality of opportunity, diversity and inclusion in own area of responsibility
- M/600/9662 Work productively with colleagues and stakeholders
- T/600/9601 Provide leadership and direction for own area of responsibility
- T/600/9694 Developing collaborative relationships with other organisations
- Y/600/9588 Develop and evaluate operational plans for own area of responsibility