

Level 4 Diploma in Learning and Development



Overview

This course is for learners who work or want to work as Learning and Development Officers, Training Managers, Tutors, Trainers, Assessors or Internal Quality Assurers within the Railway Industry.

Booking Your Award

To book a Level 4 Diploma in Learning and Development training course or to enquire for further information, please contact bookings@assesstech.com, where a member of the **AssesTech** team will be happy to assist.

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Pre-requisites

Must have already acquired the following

- Level 3 Award in Learning and Development (or suitable Level 3 Award)

What's covered in the Course

This qualification allows learners to learn, develop and practise the skills required for employment and/or career progression as Learning and Development Officers, Training Managers, Tutors, Trainers, Assessors or Internal Quality Assurers within the Railway Industry, equipping learners with the skills to:

- Identify training and development needs of learner
- Plan for, design and develop learning and development opportunities
- Provide high quality learning opportunities
- Facilitate and support learner progress and achievements
- Assess learner performance
- Review and evaluate the effectiveness of learner opportunities
- Understand the management of learning
- Contribute to the quality assurance process

Qualification

The course will result in the following qualification from **City & Guilds**, providing candidates successfully complete all work:

- Level 4 Diploma in Learning and Development

Units

The Award is made up of the following units:

Mandatory (Group M) - Learners must achieve all 12 credits

- **Unit 002** - Principles, theories and practices of learning and development (6 credits)
- **Unit 012** - Reflect on and improve own practice in learning and development (6 credits)

Optional (Group A) - Learners must achieve a minimum of 33 credits

- **Unit 003** - Identify the learning needs of organisations (6 credits)
- **Unit 004** - Identify individual learning and development needs (3 credits)
- **Unit 005** - Develop learning and development programmes (6 credits)
- **Unit 006** - Plan and prepare specific learning and development opportunities (6 credits)
- **Unit 007** - Develop and prepare resources for learning and development (6 credits)
- **Unit 008** - Facilitate learning and development in groups (6 credits)

- **Unit 009** - Facilitate learning and development for individuals (6 credits)
- **Unit 010** - Manage learning and development in groups (6 credits)
- **Unit 011** - Engage learners in the learning and development process (6 credits)
- **Unit 013** - Evaluate and improve learning and development provision (6 credits)
- **Unit 014** - Understanding the principles and practices of assessment (3 credits)
- **Unit 015** - Assess occupational competence in the work environment (must be paired with Unit 014) (6 credits)
- **Unit 016** - Assess vocational skills, knowledge (6 credits)
- **Unit 017** - Understanding the principles and practice of internally assuring the quality of assessment (6 credits)
- **Unit 018** - Internally assure the quality of assessment (must be paired with Unit 017) (6 credits)
- **Unit 019** - Provide information and advice to learners and employers (3 credits)
- **Unit 020** - Engage with employers to develop and support learning provision (6 credits)
- **Unit 022** - Engage with employers to facilitate workforce development (6 credits)

Total: minimum of 45 credits

Course Delivery

Candidates work towards a **City & Guilds** Level 4 Diploma in Learning and Development, as part of which they are provided:

- Classroom Training (two-day course with additional days designed to meet module requirements)
- Account on **AssessBook** (**AssessTech**'s online Learning Management System in which candidates submit evidence and other work for their qualifications)
- Registration with **City & Guilds**
- Certificate upon completion