

# 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@assessstech.com](mailto:bookings@assessstech.com), where a member of the **AssessTech** 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