

Standard 7

Facilitate individual learning and development

What this standard is about

This standard is about using a range of methods to enable individuals to acquire or improve skills and knowledge and practise their application in context. It also covers providing feedback to learners and encouraging them to reflect on and improve what they do. This standard could be achieved as part of a coaching and/or mentoring relationship.

Terminology

Within this standard the following explanations and examples apply.

Application	<i>The process applying new or improved skills and knowledge in a real or realistic context, for example a work situation</i>
Goals	<i>This refers to interim targets or steps towards learners meeting overall outcomes and objectives</i>
Health and safety	<i>This includes physical health and safety as well as emotional well-being</i>
Learner objectives	<i>These will usually be performance objectives – for example doing something or doing something better.</i>
Methods	<i>Any method that supports individual learning and development, for example, instructions, demonstrations, opportunities to apply knowledge and practise skills, experiential learning, individual projects and research</i>
Other people	<i>This refers to others who may be involved in, or affected by, the learning activities, for example, staff members, volunteers, assistants or people in the same area.</i>
Reflection/reflective practice	<i>The process of thinking critically about what we do, identifying opportunities for improvement and, where appropriate, further learning needs</i>
Resources	<i>This covers any physical or human resource that supports the learning and development process and could include technical equipment, Information Technology-based learning, handouts, workbooks, people – for example outside speakers – and visits to places of interest</i>
Risk	<i>This relates to any risk to the facilitation of learning and development. This includes health and safety but could also cover, for example, the risk of setting unrealistic goals or selecting inappropriate learning methods.</i>

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Performance criteria

Learning and development practitioners:

- 7.1 Establish and maintain a professional relationship with the learner that supports individual learning and reflection
- 7.2 Explore and agree the learner's objectives, learning needs and goals
- 7.3 Agree a plan of learning, application and reflection
- 7.4 Use a range of methods and resources to help the learner acquire/develop the skills and knowledge they need
- 7.5 Support the learner in applying their learning in context
- 7.6 Provide constructive and motivational feedback to improve the learner's application of learning
- 7.7 Assist the learner to reflect on their practice and experience
- 7.8 Adapt learning, application and reflection to meet further needs
- 7.9

Knowledge and understanding

Learning and development practitioners know and understand:

- KU1 The principles, uses and value of learning and development on an individual basis
- KU2 The characteristics of a relationship that supports individual learning, application and reflection
- KU3 Aspects of equality and diversity that need to be addressed when facilitating individual learning and development
- KU4 The importance of reflective practice in individual learning and development
- KU5 Key factors to consider when setting and agreeing goals with individual learners
- KU6 The range of delivery methods appropriate to individual learning
- KU7 The range of resources, including support from others, that are available to support individual learning
- KU8 How technology can enhance

Maintain the health and safety of the learner, self and other people

resources and delivery methods for individual learning

KU9

The range of techniques that can be used to encourage reflective practice by the learner

KU10

How to support different types of learners in applying new or enhanced learning in context

KU11

The types of barriers that learners encounter and how to develop strategies to overcome these

KU12

How to adapt learning plans in response to learner progress and reflection whilst still focusing on learner needs and desired outcomes

KU13

How to assess and manage risk in own area of work whilst facilitating learning and development for individuals