## Welcome to I Matter Training LTD

Below you will see the contents of the NVQ in Learning & Development Level 3

## What is the structure of the Level 3 & 4 in Learning & Development?

To achieve the whole qualification at Level 3, you must prove competence in **seven mandatory units** and **two optional units from Group A** and **two optional units from Group B**.

| Unit | Title |
|---|---|
| **G3** | Evaluate and develop own practice |
| **L3** | Identify individual learning aims and programmes |
| **L5** | Agree learning programmes with learners |
| **L6** | Develop training sessions |
| **L9** | Create a climate that promotes learning |
| **L16** | Monitor and review progress with learners |
| **L18** | Respond to changes in learning and development |

## Option units for the Level 3 NVQ in Learning & Development

### Group A

You must achieve two of the units listed below.

| Unit | Title |
|---|---|
| **L10** | Enable learning through presentations |
| **L11** | Enable learning through demonstrations and instruction |
| **L12** | Enable individual learning through coaching |
| **L13** | Enable group learning |

## Option units for the Level 3 NVQ in Learning & Development

### Group B

You must achieve two of the units listed below. If you choose A1 or A2 you must have NVQ candidates to assess.

| Unit | Title |
|---|---|
| **L4** | Design learning programmes |
| **L7** | Prepare and develop resources to support learning |
| **L14** | Support learners by mentoring in the workplace |
| **L15** | Support and advise individual learners |
| **L20** | Support competence achieved in the workplace |
| **L23** | Support how basic skills are delivered in the workplace |
| **L24** | Support people learning basic skills in the workplace |
| **A1** | Assess candidates using a range of methods |
| **A2** | Assess candidates' performance through observation |