

Welcome to I Matter Training LTD

Below you will see the contents of the NVQ in Coordination Learning & Development Level 4

What is the structure of the Level 4 in Coordination of Learning & Development Provision?

To achieve the whole qualification at Level 4, you must prove competence in **six mandatory units** and **one optional unit**. If you choose 'Conduct Internal Quality Assurance of the Assessment Process' you must hold the A1 award and have done so for 12 months.

Unit	Title
M	Evaluate and Develop Own Practice
M	Evaluate and Improve Learning and Development Programmes
M	Identify Individual Learning Aims and Programmes
M	Design Learning Programmes
M	Agree Learning Programmes with Learners
M	Manage the Contribution of Other People to the Learning Process
O	Review Health and Safety Procedures in the Workplace
O	Support and Advise Individual Learners
O	Monitor and Review Progress with Learners
O	Identify the Learning and Development Needs of the Organisation
O	Prepare and Develop Resources to Support Learning
O	Create a Climate that Promotes Learning
O	Conduct Internal Quality Assurance of the Assessment Process