

Welcome to I Matter Training LTD

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

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

To achieve the whole qualification at Level 4, you must prove competence in **six mandatory units** and **two optional units**. 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	Manage the Performance of Teams and Individuals
M	Evaluate and Develop Own Practice
M	Develop a Strategy and Plan for Learning and Development
M	Evaluate and Improve Learning and Development Programmes
M	Identify the Learning and Development Needs of the Organisation
M	Develop a Strategy and Plan to Provide All People Resources for the Organisation
O	Manage the Use of Financial Resources
O	Review Health and Safety Procedures in the Workplace
O	Identify Individual Learning Aims and Programmes
O	Design Learning Programmes
O	Prepare and Develop Resources to Support Learning
O	Manage the Contribution of Other People to the Learning Process
O	Conduct Internal Quality Assurance of the Assessment Process