

Certificate in Learning and Development

The Level 3 Certificate in Learning and Development develops skills and gives valuable professional recognition for learning and development personnel.

The qualification is based on recognised occupational standards and is jointly certificated by Best Practice and Edexcel – the leading Awarding Organisation for vocational qualifications.

- Assessed through observation, discussion, testimony, workplace evidence and written assignments.
- To achieve the Certificate, learners must complete at least 30 credits.
- Learners must complete two mandatory units (12 credits) plus a minimum of 6 credits from optional group A or B and the remaining 12 credits from optional group A, B or C.

Level 3 Certificate	
Course duration	9 – 12 months
Total credits required	30 credits

Mandatory units (12 credits)	
■ Understanding the principles and practices of learning & development (6)	
■ Reflect on and improve own practice in learning and development (6)	
Group A – Optional units	
■ Facilitate learning and development in groups (6)	
Group B – Optional units	
■ Facilitate learning and development for individuals (6)	
Group C – Optional units	
■ Identify individual learning and development needs (3)	■ Plan and prepare specific learning and development opportunities (6)
■ Develop and prepare resources for learning and development (6)	■ Engage learners in the learning and development process (6)
■ Evaluate and improve learning and development provision (6)	■ Understanding the principles and practices of assessment (3)
■ Assess occupational competence in the work environment (6)	■ Assess vocational skills, knowledge and understanding (6)
■ Provide information and advice to learners and employers (3)	■ Engage with employers to develop and support learning provision (6)
■ Understanding the employing organisation (3)	

Level 3

Highlights

- Based on recognised occupational standards
- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors