

Level:	5
TQT value:	110
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Promote the benefits of accessing learning by giving positive and constructive feedback on work performance regularly.	1.1 Analyse individual and collective work performances of team members on various activities.
	1.2 Regularly provide positive and constructive feedback on individual and collective work performances in order to encourage individuals to access learning.
	1.3 Record the outcomes of discussions and actions in accordance with organisational requirements.
	1.4 Provide team members with collective and individual reasons that promote the benefits of continual learning and self-development.
	1.5 Describe the different techniques that can be used to promote benefits of learning to individuals and groups.
	1.6 Explain how to give positive and constructive feedback regularly to teams and to individuals.
	1.7 Explain why it is important to record the outcomes of discussions and actions in accordance with organisational requirements.
2 Work with the team to identify and prioritise learning needs and identify and obtain information on a range of possible learning activities.	2.1 Communicate with the team to identify, prioritise and record learning needs.
	2.2 Obtain learning information on a range of possible learning activities for at least two of the following: <ul style="list-style-type: none"> – formal – coached – mentored – continuous professional development.
	2.3 Explain how to work with teams in order to identify and prioritise learning needs based on current skills and knowledge, learning activities undertaken and learning objectives to be achieved.
	2.4 Outline how to identify resource requirements for development and timescales.
	2.5 Explain how to obtain information on the following range of learning activities: <ul style="list-style-type: none"> – formal – coached – mentored – continuous professional development

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
3 Discuss and plan development needs with team members.	3.1 Communicate effectively and plan development needs with team members, including but not limited to all of the following key points: <ul style="list-style-type: none"> – current skills and knowledge – learning activities undertaken – learning objectives to be achieved – resource requirements for development – timescales.
	3.2 Agree and record development needs with team members in accordance with organisational requirements.
	3.3 Explain how to communicate, agree and record development needs with team members in accordance with organisational requirements including but not limited to the following: <ul style="list-style-type: none"> – current skills and knowledge – learning activities undertaken – learning objectives to be achieved – resource requirements for development – timescales.
4 Support team members in undertaking learning activities by making efforts to overcome barriers to learning.	4.1 Provide relevant assistance and support to individuals and the team when undertaking learning activities
	4.2 Identify any relevant barriers to an individual's learning and take actions to help them overcome them.
	4.3 Explain how to support team members and maintain records for them when undertaking the following learning activities: <ul style="list-style-type: none"> – formal – coached – mentored – qualifications – continuous professional development opportunities.
	4.4 Describe the ways of identifying barriers to learning for both individuals and teams.
	4.5 Explain how barriers to learning for individuals and teams can be overcome.

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
5 Communicate the outcomes of the learning activity undertaken with team members to ensure the desired outcomes have been achieved and organisational standards have been maintained.	5.1 Communicate the outcomes of the learning activities undertaken by individuals and the team to ensure organisational standards are maintained.
	5.2 Map the learning outcomes from completed learning programmes against the team and individual's pre-identified learning needs.
	5.3 Check that outcomes have been achieved and recorded and a thorough evaluation of the learning activity, post completion, is formally assessed and fed back by team members.
	5.4 Explain how to work with team members to evaluate learning activities undertaken.
	5.5 Describe how to ensure desired outcomes from learning activities have been achieved and recorded through completion of the following documents: <ul style="list-style-type: none"> – formal appraisal – interim appraisal – written report – references – organisational standard evaluation form.
6 Update development plans with team members and ensure records of plan are kept updated.	6.1 Review team members individual development plans and contribute towards them, amend the plans following completed learning activities and/or identified learning needs.
	6.2 Ensure records of the development plans are kept updated and communicated with team members.
	6.3 Explain how to update development plans with team members by contributing towards learning plans in accordance with organisational requirements.

Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40
Assessment Time	20