Learning and development

"Ensuring workers have the knowledge, skills and experience to fulfil individual and organisational needs and ambitions"

	Level 1 At this level you'll understand	Level 2 At this level you'll understand	Level 3 At this level you'll understand	Level 4 At this level you'll understand
Supporting CPD	Why continuing professional development is important	How to support others with their continuing professional development	How to create a learning culture and environment that supports continuing professional development	The value of learning cultures and the learning environment, and how they can support organisation growth
Capability analysis	The importance of developing skills and capability	How to define the skills and capability needs of individuals and teams	How to engage with stakeholders to define skills and capability needs and their implications for learning	How to engage with leaders to define current and future skills and capability needs to shape organisation strategy and meet the needs of the public
Adult learning theories	Adult learning and motivation theories	How to apply adult learning and motivation theories to drive inclusive and accessible learner experiences	How to integrate current and future trends in adult learning and motivation to drive inclusivity in the organisation's learning approach	Current and future trends in adult learning and motivation, and how to use them to shape an inclusive learning strategy, culture and environment
Face-to-face learning	How to support the delivery of face-to-face learning in your organisation	The principles that underpin the design and use of face-to-face learning	How to use design principles to choose the right face-to-face approach as part of a learning blend	How to use face-to-face learning as part of the learning strategy to create value for your organisation
Digital learning	How to support the delivery of digital learning in your organisation	The principles that underpin the design and use of digital technologies in learning	How to use design principles to choose the right digital approach as part of a learning blend	How to use current and future digital technologies as part of the learning strategy to create value for your organisation
Learning facilitation	How to use appropriate learning facilitation methods to engage and involve learners	The principles that underpin the choice of learning facilitation methods	How to apply principles of learning facilitation in different learning contexts	How to determine the range of learning facilitation methods that will support the learning strategy

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Social collaborative learning	How social collaboration can be used in learning	How to facilitate social collaborative learning activities	How to design and integrate social collaborative learning into the learning approach	How to determine the use of social collaborative learning for organisational learning, knowledge sharing and knowledge management
Coaching and mentoring	The difference between coaching and mentoring and when to use them to support others' learning	How to support and use coaching and mentoring approaches in learning	How to build coaching and mentoring capability across the organisation	How to embed a coaching and mentoring culture to deliver the learning strategy
Learner engagement	The links between learner engagement, learning transfer and impact	Theories and methods that underpin effective learner engagement, learning transfer and impact	How to design learning using theories and methods that maximise learner engagement, learning transfer and impact	How to assess learner engagement and learning transfer and its impact on the learning strategy
Content curation	How to organise and present content to support effective learning	How to create, co-create and curate content with subject matter experts to meet learning needs	How to lead the creation and curation of content that can be stored, searched, accessed, linked and used to create meaningful learning narratives	How to define the strategy, policy, governance and legal requirements for content creation to support organisation learning and strategic goals
Public sector learning offer	Learning interventions in other public sector organisations	How to apply learning interventions from other public sector organisations	How to collaborate across the learning community to share development interventions and drive efficiencies	How to work systemically to drive synergies and add value in learning and development