

6318

City & Guilds
Believe you can



EDUCATION & TRAINING

LEARNING AND DEVELOPMENT

QUALIFICATION FACTSHEET

EDUCATION & TRAINING

LEVELS 3 AND 4 AWARDS, CERTIFICATE AND DIPLOMA IN LEARNING AND DEVELOPMENT 6318

QCF Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 3 Award in Understanding the Principles and Practices of Learning and Development	6	See LARA	25	600/2559/1	6318-01
Level 3 Award in Facilitating Learning and Development	12	See LARA	50	600/2556/6	6318-02
Level 3 Certificate in Learning and Development	12	See LARA	50	600/2556/6	6318-03
Level 4 Award in Learning and Development	12	See LARA	50	600/2951/1	6318-04
Level 4 Diploma in Learning and Development	12	See LARA	50	600/2773/3	6318-04

Qualification aim	Qualification levels and definition	Progression routes
<p>These qualifications are for people working in, or looking to enter roles in learning and development. They are available to anyone working in learning and non accredited learning (where people may train and assess skills but do not assess for a qualification).</p> <p>We also have a range of mini-qualifications that are made up of the units in the Learning and Development qualifications.</p>	<p>The Level 3 provides routes for learners to understand and work in the field of learning and development. The Level 4 provides routes for learners to understand and work in senior and managerial roles in the field of L&D.</p> <p>The mini-qualifications are based on the units in the full L&D qualifications. This allows learners to achieve small qualifications as CPD or as entry into the profession.</p>	<p>Many of the units in these qualifications are 'nested' inside other qualifications. This is to assist learners to progress 'horizontally' at Level 3 by accumulating credits and gaining certified recognition for their learning and skills. Some of the L&D units are also available as optional units in the PTLLS and the CTLLS qualifications. This makes it possible for Level 4 learners to progress from L&D to PTLLS and CTLLS with some units already completed.</p>

	Key features	Key benefits
Structure	There are three qualifications at Level 3 and two at Level 4.	<p>The units can be achieved in any order and can be combined to fit the current role of the learner or to prepare them for the future.</p> <p>The L&D qualifications contains the Assessment and Internal Quality Assurance units.</p> <p>This makes it possible to qualify as an assessor and/or Internal Quality Assurer while undertaking these qualifications.</p>
Assessment	<p>Assessment in the knowledge-only route (6318-01 at Level 3) is by assignment if undertaken as a stand alone unit.</p> <p>Assessment of all other units is mainly by observation, portfolio and professional discussion.</p>	<p>The L&D qualifications contain the units of Assessment and Internal Quality Assurance qualifications as an option. This makes it possible to qualify as an Assessor and/or Internal Quality Assurer when undertaking the L&D qualifications.</p> <p>Assessments can be managed flexibly and holistic assessment is encouraged.</p>
Support	<p>Our support resources include: dedicated qualification webpage, qualification handbook, online tutor and learner support via SmartScreen.</p> <p>National Portfolio Advisors can provide network events, centre support and guidance on qualification delivery.</p>	<p>SmartScreen - Discuss the Learning and Development qualifications with peers and get expert advice on our online forum. Access materials including exemplar assessments and candidate work at www.smartcreen.co.uk</p> <p>Website - Our dedicated webpage provides FAQs and general information about our Learning and Development qualifications.</p> <p>Qualification updates - Our 'Focus' instant messaging system provides regular updates on qualification and industry news.</p>

Reasons to choose City & Guilds	
Widest range and choice of qualifications	We provide a broad range of qualifications for those starting or continuing careers in Learning & Development and Teaching and Learning Support.
Industry expertise	City & Guilds is the qualification that employers demand so your learners can be confident of getting the right qualification for the job.
Recognised by employers	Our Learning and Development qualification suite have been developed for new entrants to the learning and development industry or for those looking to progress.

For more information call +44 (0) 844 543 0000

email: centresupport@cityandguilds.com or visit www.cityandguilds.com