



EDUCATION & TRAINING

LEARNING & DEVELOPMENT MINI-QUALIFICATIONS

QUALIFICATION FACTSHEET

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LEVELS 3 AND 4 AWARDS AND CERTIFICATE LEARNING & DEVELOPMENT MINI-QUALIFICATIONS 6318

QCF Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 3 Award in Facilitating Learning and Development in Groups	6	See LARA	25	600/6976/4	6318-06
Level 3 Award in Facilitating Learning and Development for Individuals	6	See LARA	25	600/6977/6	6318-06
Level 3 Award in Facilitating and Assessing Learning	12	See LARA	55	600/6978/8	6318-06
Level 3 Certificate in Facilitating and Assessing Learning	27	See LARA	119	600/6979/X	6318-06
Level 3 Certificate in Learning Delivery	15	See LARA	74	600/6980/6	6318-07
Level 3 Certificate in Coaching	16	See LARA	70	600/6589/8	6318-08
Level 4 Certificate in Managing Learning	24	See LARA	115	600/6981/8	6318-09
Level 3 Certificate in Mentoring	16	See LARA	70	600/6564/3	6318-10
Level 3 Certificate in Supporting Workforce Learning and Development for Employers	18	See LARA	73	600/8389/X	6318-11

Qualification aim	Qualification levels and definition	Progression routes
These mini-qualifications were developed to enhance skills and knowledge in delivering and assessing learning to individuals and groups. These qualifications support CPD, further development and can also be used to prepare practitioners joining the field of Learning and Development.	<p>The Level 3 qualifications are aimed at people who are starting or continuing to learn about delivering learning to individuals or groups.</p> <p>The Level 4 qualification is aimed at people who are responsible for learning within organisations or departments. All the units are at Level 4 as this is primarily a qualification for people who manage learning in organisations.</p>	On completion learners may progress to undertake the following qualifications suites: Learning and Development; Delivering Learning, Education and Training literacy and numeracy specialist routes; the Teaching and Training qualifications and the Learning and Development Apprenticeships.

	Key features	Key benefits
Structure	Each qualification contains a range of units grouped to enable candidates to select managed-sized qualifications that will meet their specific needs.	<p>The mini-qualifications have been structured to allow flexibility for learners to build up units and provide relevance. The units can be selected to directly relate to a job role or individual requirements.</p> <p>The qualifications can be used as steps in stone to process to much larger qualifications.</p>
Assessment	The assessment is largely by creating of a portfolio demonstrating the skills and knowledge required in the units, however 6318-08 and 6318-09 are assessed by assignment.	The portfolio based assessments encourage the development of skills and knowledge all together. Learners are able to demonstrate skills enabling direct observation of practice and the development of work related expertise.
Support	<p>Our support resources include a range of materials available on SmartScreen and on the qualification webpage.</p> <p>National portfolio advisors that can provide network events, centre support and guidance on qualification delivery.</p>	<p>Smartscreen - Access our range of Learning & Development support materials including an assessment pack that relate to learning delivery and assessment.</p> <p>Website - Our dedicated webpage provides a range of support materials and FAQs.</p> <p>Qualification updates - sign up for our news alert and you will receive the latest qualification and support resources information.</p>

Reasons to choose City & Guilds	
Widest range and choice of qualifications	We provide a broad range of qualifications for those starting or continuing their careers in Learning & Development and Teaching and learner support.
Industry expertise	We provide a wide range of Learning & Development qualifications that are recognised and respected by employers.
Recognised by employers	Our Learning & Development qualifications have been developed for people new to the learning and development industry or for those looking to progress.

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

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