

Module 30

Supporting Local Learning

Relevant to:
Local Training Managers
Local Training Administrators
Those wishing to undertake this role

Description

Enabling those supporting learning locally to co-ordinate individual learning plans into a programme of learning.

This means:

- communicating effectively with relevant parties
- allocating appropriate Training Advisers to individuals
- collating learning plans
- demonstrating how to complete all necessary administration procedures
- monitoring the progress of individual learning.

Questions

- Can you communicate with all parties relevant to the learning plan of an individual?
- Are you able to successfully allocate a Training Adviser to an individual?
- Can you collate training plans and plan to meet needs locally if required?
- Are you able to demonstrate the range of procedures required for administration purposes?
- Can you monitor the progress of an individual to the benefit of that individual?

Delivery method

- Course.

To validate this module you will need to complete two of the following:

- 1 List the individuals who come within your remit and their current training needs.
- 2 Keep accurate records of the progress of individuals through their Personal Learning Plans.
- 3 Provide accurate briefings on a regular basis to your County Training Manager of the needs of their area.
- 4 Collate individual plans into a learning needs summary.
- 5 List and explain the factors to consider when allocating Training Advisers to individual learners. (OCN Unit U 2. 1)
- 6 Brief a new Training Adviser on their role.
- 7 Explain the administrative procedures required to support local learning. (OCN Unit U 3.1)
- 8 Ensure individual learning is monitored.
- 9 Any other ideas, subject to agreement with a Training Adviser.

And

Discuss your role with a Training Adviser and how you provide practical support to learning locally.

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This module forms the whole of the OCN unit *Supporting Local Learning*.