

Qualification title: OAL Level 4 Diploma in Learning and Development

Qualification number (QN): 601/7364/6

Qualification Specification

Qualification purpose

The OAL Level 4 Diploma in Learning and Development aims to develop skills, knowledge, and understanding of those who facilitate learning and development by: identifying the learning needs of individuals, preparing learning and development resources; and creating an engaging learning environment. The candidates may be involved with developing and assessing the skills, knowledge, and competence of learners primarily in the workplace or in work-related programmes of learning.

Qualification coverage

The OAL Level 4 Diploma in Learning and Development covers how to effectively plan and implement learning and development and develop the skills of those who deliver and manage learning provision.

Qualification Objective

Qualification objective: supporting a role in the workplace.

Who is this qualification for?

This qualification is designed for learning and development practitioners with relatively complex skills and significant autonomy who work across several, if not all, phases of the learning and development cycle, learners who manage learning and development provision at the operational level, or learners whose job roles involve a mixture of practice and management.

Entry requirements

There are no formal entry requirements for learners selecting this qualification. However, the achievement of a level 3 qualification in assessment practice may be an advantage to some learners.

Centres must ensure that learners have the potential and opportunity to achieve the qualification successfully.

This qualification is not approved for use by learners under the age of 19 years and OAL cannot accept any registrations for learners below this age group.

Progression

This qualification will support progression of learners to:

- Increased responsibility or promotion at work

Regulatory information

Regulated by:	Ofqual
Countries offered in:	England
Ofqual subject/sector areas:	13.1 Teaching and Lecturing
Qualification operational start date:	1 st February 2017
Applicable age ranges (years):	19+

Assessment methods

This qualification is internally assessed and marked by the centre and externally quality assured by OAL and assessed using the following assessment method:

- Portfolio of evidence

The portfolio of evidence may consist of various types of assessment evidence including work-based projects, observation of learner performance, question and answer, written records, assignments, projects etc. The portfolio is internally set and marked and externally quality assured by OAL. A portfolio mapping document is available for approved centres to download from the OAL portal.

Learners are required to achieve all learning outcomes and assessment criteria within the units of assessment, and all assessment criteria must be assessed and achieved by learners.

Knowledge outcomes must be assessed using methods that meet the needs of learners, this may include responses to oral or written questioning or the use of assignments or tests.

All assessments are subject to internal quality assurance within approved centres providing this qualification. External quality assurance of assessment within approved centres is provided by OAL.

Grading

This qualification is not graded, successful learners will achieve a pass.

Qualification Structure

Qualification Title: OAL Level 4 Diploma in Learning and Development					
Qualification Number (QN): 601/7364/6			Total Qualification Time (TQT): 450 hours		
Total Qualification Credits: 45			Guided Learning Hours (GLH): 195		
Learners must achieve a total of 45 credits, consisting of 12 credits from the mandatory units group and 33 credits from the optional Groups B1, B2, B3 or B4.					
Unit number	Title		Level	GLH	Credit
Mandatory Units Group (both units must be completed)					
1	D/502/9542	Principles, theories and practices of learning and development	4	25	6
2	J/502/9552	Reflect on and improve own practice in learning and development	4	25	6
Optional Group B1 (33 credits must be chosen from B1, B2, B3, or B4)					
3	D/601/5313	Understanding the principles and practices of assessment	3	24	3
4	H/601/5314	Assess occupational competence in the work environment (must be paired with unit D/601/5313)	3	30	6
Optional Group B2					
3	D/601/5313	Understanding the principles and practices of assessment	3	24	3
5	F/601/5319	Assess vocational skills, knowledge and understanding (must be paired with unit D/601/5313)	3	30	6
Optional Group B3					
6	T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	4	45	6
7	A/601/5321	Internally assure the quality of assessment (must be paired with unit T/601/5320)	4	45	6
Optional Group B4					
8	Y/600/9588	Develop and evaluate operational plans for own area of responsibility	5	25	6
9	A/502/9547	Develop and prepare resources for learning and development	4	25	6

10	M/502/9545	Develop learning and development programmes	4	30	6
11	T/600/9694	Developing collaborative relationships with other organisations	5	30	7
12	F/502/9551	Engage learners in the learning and development process	3	30	6
13	Y/502/9555	Engage with employers to develop and support learning provision	3	25	6
14	D/502/9556	Engage with employers to facilitate workforce development	4	30	6
15	L/502/9553	Evaluate and improve learning and development provision	4	25	6
16	J/502/9549	Facilitate learning and development for individuals	3	25	6
17	F/502/9548	Facilitate learning and development in groups	3	25	6
18	K/502/9544	Identify individual learning and development needs	3	24	3
19	H/502/9543	Identify the learning needs of organisations	4	30	6
20	A/600/9695	Manage a budget for own area or activity of work	5	30	7
21	A/502/9550	Manage learning and development in groups	4	30	6
22	M/600/9628	Manage or support equality of opportunity, diversity, and inclusion in own area of responsibility	3	20	4
23	A/600/9793	Manage the achievement of customer satisfaction	4	25	5
24	T/502/9546	Plan and prepare specific learning and development opportunities	3	20	6
25	H/600/9674	Plan, allocate and monitor work in own area of responsibility	4	25	5
26	R/502/9554	Provide information and advice to learners and employers	3	20	3
27	T/600/9601	Provide leadership and direction for own area of responsibility	4	30	5
28	M/600/9600	Set objectives and provide support for team members	3	35	5
3	D/601/5313	Understanding the principles and practices of assessment	3	24	3
6	T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	4	45	6
30	M/600/9662	Work productively with colleagues and stakeholders	5	30	6

Some units are in more than one optional group such as, Unit D/601/5313 which is worth 3 credits, these units can only be completed and used as credits once. Unit D/601/5313 forms part of the assessment and Internal Verifier Qualification, it can also be completed as a standalone OAL Level 4 Diploma in Learning and Development, Specification, June 2024

unit. Please refer to guidance in the Qualification Handbook.

Qualification support

This qualification has been designed and developed by OAL with the support and in consultation with the following organisations:

- Proskills

Further information

Further information is available from our website: <http://www.oawards.co.uk>
or from customer services: customerservice@oawards.co.uk.

Registered centres: The qualification handbook, which contains additional information about this qualification, and assessment documentation is available from our online portal.

Website: <http://www.oawards.co.uk>

You can also contact OAL directly at:

Occupational Awards Ltd, The Catalyst, Baird Lane, Heslington, York YO10 5GA

Tel: 01904 236 483

Email: customerservice@oawards.co.uk

Qualification achievement

To achieve this qualification learners must achieve a total of 45 credits, of which 12 are mandatory and the remaining 33 are achieved through the optional groups.

All units are allocated a credit value which provides an indication of the size of the units in terms of total qualification time (TQT), 1 credit = 10 TQT.

All units have been assigned total qualification time (TQT) and guided learning hours (GLH):

- GLH is the average estimated time that a learner will spend under the direct supervision of the tutor /trainer and includes invigilated and practical assessments
- TQT is the average time a learner will spend carrying out unsupervised leaning activities such as assignments, course work etc. **PLUS** the GLH

The units set out what learners need to know and understand or be able to do and these are described in learning outcomes in units of assessment. The learning outcomes are defined by assessment criteria and these criteria must be assessed successfully for a learner to achieve each unit.

Achievement of the required 45 credits will mean the qualification has been completed and will be subject to approval of a claim for certification. OAL will issue a certificate complete with the learner's name, the qualification title, the credits achieved, and the grade awarded.

Centres must ensure they understand all qualification requirements prior to the registration of learners and to carrying out assessment. Assessment of learners must not take place before the registration of the learner with OAL.

Centres must retain copies of learner assessment records for at least three years after certification. Registration and certification fees may be subject to change and centres should be fully aware of registration and certification end dates to ensure learners are not disadvantaged.