

EDEXCEL LEVEL 3 NVQ IN DIRECT TRAINING AND SUPPORT – 10022867 (Q5000030)

Candidates must complete all six Mandatory units plus three Optional units which must include at least two units from Optional Group A

Mandatory Units

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000248	L1012940	EVALUATE AND DEVELOP OWN PRACTICE	
U5000283	K1014355	MONITOR AND REVIEW PROGRESS WITH LEARNERS	
U5000271	Y1014352	IDENTIFY INDIVIDUAL LEARNING AIMS AND PROGRAMMES	
U5000284	D1014353	AGREE LEARNING PROGRAMMES WITH LEARNERS	
U5000285	H1014354	DEVELOP TRAINING SESSIONS	
U5000247	J1012936	CREATE A CLIMATE THAT PROMOTES LEARNING	

Optional Units – Group A

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000286	T1014357	ENABLE LEARNING THROUGH PRESENTATIONS	
U5000249	Y1012939	ENABLE LEARNING THROUGH DEMONSTRATIONS AND INSTRUCTION	
U5000250	R1012938	ENABLE INDIVIDUAL LEARNING THROUGH COACHING	
U5000251	L1012937	ENABLE GROUP LEARNING	

Optional Units – Group B

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000287	J1014380	ASSESS CANDIDATES USING A RANGE OF METHODS	
U5000267	L1014364	REVIEW HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE	
U5000252	R1012941	SUPPORT LEARNERS BY MENTORING IN THE WORKPLACE	
U5000289	T1014360	SUPPORT AND ADVISE INDIVIDUAL LEARNERS	
U5000290	A1014361	SUPPORT COMPETENCE ACHIEVED IN THE WORKPLACE	

Please return your completed QDD26 forms to your Edexcel contact (see letter)

EDEXCEL LEVEL 3 NVQ IN LEARNING AND DEVELOPMENT – 10022855 (Q5000031)

Candidates must complete all seven Mandatory units plus two units from Optional Group A and two units from Optional Group B

Mandatory Units

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000248	L1012940	EVALUATE AND DEVELOP OWN PRACTICE	
U5000283	K1014355	MONITOR AND REVIEW PROGRESS WITH LEARNERS	
U5000280	M1014356	RESPOND TO CHANGES IN LEARNING AND DEVELOPMENT	
U5000271	Y1014352	IDENTIFY INDIVIDUAL LEARNING AIMS AND PROGRAMMES	
U5000284	D1014353	AGREE LEARNING PROGRAMMES WITH LEARNERS	
U5000285	H1014354	DEVELOP TRAINING SESSIONS	
U5000247	J1012936	CREATE A CLIMATE THAT PROMOTES LEARNING	

Optional Units – Group A

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000286	T1014357	ENABLE LEARNING THROUGH PRESENTATIONS	
U5000249	Y1012939	ENABLE LEARNING THROUGH DEMONSTRATIONS AND INSTRUCTION	
U5000250	R1012938	ENABLE INDIVIDUAL LEARNING THROUGH COACHING	
U5000251	L1012937	ENABLE GROUP LEARNING	

Optional Units – Group B

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000287	J1014380	ASSESS CANDIDATES USING A RANGE OF METHODS	
U5000288	L1014381	ASSESS CANDIDATES' PERFORMANCE THROUGH OBSERVATION	
U5000252	R1012941	SUPPORT LEARNERS BY MENTORING IN THE WORKPLACE	
U5000289	T1014360	SUPPORT AND ADVISE INDIVIDUAL LEARNERS	
U5000290	A1014361	SUPPORT COMPETENCE ACHIEVED IN THE WORKPLACE	
U5000291	F1014362	SUPPORT HOW BASIC SKILLS ARE DELIVERED IN THE WORKPLACE	
U5000292	J1014363	SUPPORT PEOPLE LEARNING BASIC SKILLS IN THE WORKPLACE	
U5000272	A1014358	DESIGN LEARNING PROGRAMMES	
U5000273	F1014359	PREPARE AND DEVELOP RESOURCES TO SUPPORT LEARNING	

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EDEXCEL LEVEL 4 NVQ IN CO-ORDINATION OF LEARNING AND DEVELOPMENT PROVISION – 10022892 (Q5000028)

Candidates must complete all six Mandatory units plus one unit from the Optional Group

Mandatory Units

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000248	L1012940	EVALUATE AND DEVELOP OWN PRACTICE	
U5000269	D1014370	EVALUATE AND IMPROVE LEARNING AND DEVELOPMENT PROGRAMMES	
U5000271	Y1014352	IDENTIFY INDIVIDUAL LEARNING AIMS AND PROGRAMMES	
U5000272	A1014358	DESIGN LEARNING PROGRAMMES	
U5000284	D1014353	AGREE LEARNING PROGRAMMES WITH LEARNERS	
U5000274	H1014371	MANAGE THE CONTRIBUTION OF OTHER PEOPLE TO THE LEARNING PROCESS	

Optional Units

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000267	L1014364	REVIEW HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE	
U5000289	T1014360	SUPPORT AND ADVISE INDIVIDUAL LEARNERS	
U5000283	K1014355	MONITOR AND REVIEW PROGRESS WITH LEARNERS	
U5000270	R1014365	IDENTIFY THE LEARNING AND DEVELOPMENT NEEDS OF THE ORGANISATION	
U5000273	F1014359	PREPARE AND DEVELOP RESOURCES TO SUPPORT LEARNING	
U5000247	J1012936	CREATE A CLIMATE THAT PROMOTES LEARNING	
U5000276	R1014382	CONDUCT INTERNAL QUALITY ASSURANCE OF THE ASSESSMENT PROCESS	

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EDEXCEL LEVEL 4 NVQ IN LEARNING AND DEVELOPMENT – 10022879 (Q5000032)

Candidates must complete all seven Mandatory units plus one unit from Optional Group A and four units from Optional Group B

Mandatory Units

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000279	Y1014383	CONTRIBUTE TO LEARNING WITHIN THE ORGANISATION	
U5000248	L1012940	EVALUATE AND DEVELOP OWN PRACTICE	
U5000269	D1014370	EVALUATE AND IMPROVE LEARNING AND DEVELOPMENT PROGRAMMES	
U5000272	A1014358	DESIGN LEARNING PROGRAMMES	
U5000284	D1014353	AGREE LEARNING PROGRAMMES WITH LEARNERS	
U5000274	H1014371	MANAGE THE CONTRIBUTION OF OTHER PEOPLE TO THE LEARNING PROCESS	
U5000247	J1012936	CREATE A CLIMATE THAT PROMOTES LEARNING	

Optional Units – Group A

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000270	R1014365	IDENTIFY THE LEARNING AND DEVELOPMENT NEEDS OF THE ORGANISATION	
U5000271	Y1014352	IDENTIFY INDIVIDUAL LEARNING AIMS AND PROGRAMMES	

Optional Units – Group B

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U5000287	J1014380	ASSESS CANDIDATES USING A RANGE OF METHODS	
U5000288	L1014381	ASSESS CANDIDATES' PERFORMANCE THROUGH OBSERVATION	
U5000251	L1012937	ENABLE GROUP LEARNING	
U5000252	R1012941	SUPPORT LEARNERS BY MENTORING IN THE WORKPLACE	
U5000289	T1014360	SUPPORT AND ADVISE INDIVIDUAL LEARNERS	
U5000283	K1014355	MONITOR AND REVIEW PROGRESS WITH LEARNERS	
U5000280	M1014356	RESPOND TO CHANGES IN LEARNING AND DEVELOPMENT	
U5000294	Y1014366	PROVIDE LEARNING AND DEVELOPMENT IN INTERNATIONAL SETTINGS	
U5000295	D1014384	PLAN HOW TO PROVIDE BASIC SKILLS IN THE WORKPLACE	
U5000296	D1014367	INTRODUCE TRAINING FOR BASIC SKILLS IN THE WORKPLACE	
U5000273	F1014359	PREPARE AND DEVELOP RESOURCES TO SUPPORT LEARNING	
U5000276	R1014382	CONDUCT INTERNAL QUALITY ASSURANCE OF THE ASSESSMENT PROCESS	

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EDEXCEL LEVEL 4 NVQ IN MANAGEMENT OF LEARNING AND DEVELOPMENT PROVISION – 10022880 (Q5000029)

Candidates must complete all six Mandatory units plus two units from the Optional Group

Mandatory Units

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U1027798	U1027798	MANAGE THE PERFORMANCE OF TEAMS AND INDIVIDUALS	
U5000248	L1012940	EVALUATE AND DEVELOP OWN PRACTICE	
U5000268	H1014368	DEVELOP A STRATEGY AND PLAN FOR LEARNING AND DEVELOPMENT	
U5000269	D1014370	EVALUATE AND IMPROVE LEARNING AND DEVELOPMENT PROGRAMMES	
U5000270	R1014365	IDENTIFY THE LEARNING AND DEVELOPMENT NEEDS OF THE ORGANISATION	
U5000293	H1014369	DEVELOP A STRATEGY AND PLAN TO PROVIDE ALL PEOPLE RESOURCES FOR THE ORGANISATION	

Optional Units

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U1027783	U1027783	MANAGE THE USE OF FINANCIAL RESOURCES	
U5000267	L1014364	REVIEW HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE	
U5000271	Y1014352	IDENTIFY INDIVIDUAL LEARNING AIMS AND PROGRAMMES	
U5000272	A1014358	DESIGN LEARNING PROGRAMMES	
U5000273	F1014359	PREPARE AND DEVELOP RESOURCES TO SUPPORT LEARNING	
U5000274	H1014371	MANAGE THE CONTRIBUTION OF OTHER PEOPLE TO THE LEARNING PROCESS	
U5000276	R1014382	CONDUCT INTERNAL QUALITY ASSURANCE OF THE ASSESSMENT PROCESS	

EDEXCEL LEVEL 5 NVQ IN LEARNING AND DEVELOPMENT – 10022909 (Q5000027)

Candidates must complete all seven Mandatory units plus one unit from Optional Group A and four units from Optional Group B

Mandatory Units

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U1027779	U1027779	ESTABLISH STRATEGIES TO GUIDE THE WORK OF YOUR ORGANISATION	
U5000279	Y1014383	CONTRIBUTE TO LEARNING WITHIN THE ORGANISATION	
U5000248	L1012940	EVALUATE AND DEVELOP OWN PRACTICE	
U5000268	H1014368	DEVELOP A STRATEGY AND PLAN FOR LEARNING AND DEVELOPMENT	
U5000280	M1014356	RESPOND TO CHANGES IN LEARNING AND DEVELOPMENT	
U5000270	R1014365	IDENTIFY THE LEARNING AND DEVELOPMENT NEEDS OF THE ORGANISATION	
U5000282	T1014374	DEVELOP A STRATEGY AND PLAN FOR THE PROMOTION OF EQUALITY OF OPPORTUNITY AND DIVERSITY	

Optional Units – Group A

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U1027783	U1027783	MANAGE THE USE OF FINANCIAL RESOURCES	
U1027785	U1027785	SECURE FINANCIAL RESOURCES FOR YOUR ORGANISATION'S PLANS	

Optional Units – Group B

Edexcel ID	QCA ID	Unit Title	Staff Responsible for Assessment
U1027780	U1027780	EVALUATE AND IMPROVE ORGANISATIONAL PERFORMANCE	
U1027796	U1027796	DEVELOP MANAGEMENT TEAMS	
U1027798	U1027798	MANAGE THE PERFORMANCE OF TEAMS AND INDIVIDUALS	
U5000269	D1014370	EVALUATE AND IMPROVE LEARNING AND DEVELOPMENT PROGRAMMES	
U5000272	A1014358	DESIGN LEARNING PROGRAMMES	
U5000274	H1014371	MANAGE THE CONTRIBUTION OF OTHER PEOPLE TO THE LEARNING PROCESS	
U5000281	L1014378	DESIGN, DELIVER AND EVALUATE CHANGES TO ORGANISATIONAL STRUCTURE	

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