

Learning & Development Qualifications

(6318)

Frequently asked questions

Contents

1. Who developed these qualifications?	2
2. What is the qualification number for these qualifications?	2
3. Will City & Guilds be running events to introduce the qualifications that my team can attend?	2
4. My centre is already approved to deliver the Learning & Development NVQs. What will I have to do to get approval to deliver the new qualifications?	2
5. What are the main differences between the Learning & Development NVQs and the new qualifications?	2
6. Is there any independent assessment required in the new L&D qualifications?	2
7. Does the 10 week rule apply to the new L&D qualifications?	2
8. What is the relationship between the TAQA (6317) qualifications and these new L&D (6318) qualifications?	2
9. Is there a requirement for the decisions of unqualified assessors to be countersigned? If yes then who can do it?	3
10. What qualifications do my staff have to have to deliver the L&D qualifications?	3
11. Will my staff have to attend upskilling sessions to be considered competent to deliver the new L&D qualifications?	4
12. When the 6318 starts what happens to candidates who are working toward the 7318 L&D NVQs? Do the new qualifications affect them in any way - i.e. will there be something in the 6318 that they will later need to cover that is not at the moment in the 7318?	4
13. Have any of the new L&D units been imported from the PTLLS/CTLLS/DTLLS qualifications?	4
14. How do these qualifications fit with the Preparing to Teach in the Lifelong Learning Sector (PTLLS), Certificate to Teach in the Lifelong Learning Sector (CTLLS) and the Diploma to Teach in the Lifelong Learning Sector (DTLLS) qualifications?	5
15. In the new L&D qualifications will there be a requirement for the candidates to be observed?	5
16. When will the evidence requirements etc be provided for these qualifications and when will the standards will actually be available for delivery?	5
17. GLH has been put in the handbook therefore does this mean that the GLH have to be delivered?	5

Please note that queries and questions related to delivering the assessment and internal quality assurance units in the Learning & Development qualifications are answered in the extensive 6317 FAQs that can be found on the following webpage: www.cityandguilds.com/TAQA

1. Who developed these qualifications?

Lifelong Learning UK - the learning sector SSC commenced development of these qualifications during 2010 and this process was completed by LSIS in summer 2011. The process involved consultation with employers, practitioners and awarding organisations.

2. What is the qualification number for these qualifications?

They are known as the 6318 Learning & Development suite of qualifications.

3. Will City & Guilds be running events to introduce the qualifications that my team can attend?

Launch events are already underway. Please see www.cityandguilds.com/events for details of dates and venues.

4. My centre is already approved to deliver the Learning & Development NVQs. What will I have to do to get approval to deliver the new qualifications?

In line with City and Guilds policy there will be automatic approval for all existing 7318 centres to deliver the 6318 qualifications. You do not need to take any action.

Centres should note that these qualifications contain a stronger knowledge base than their predecessors and may require adaptations to previous practice. As with all City & Guilds qualifications the status thereafter will be determined by the results of external quality assurance sampling.

5. What are the main differences between the Learning & Development NVQs and the new qualifications?

There are a number of key differences:

The new qualifications have been written for so are credit rated, written on the template, have Framework levels – which differ from NVQ levels - they are available as Awards and a Certificate at level 3. There is an Award and Diploma available at Level 4.

- There are mandatory knowledge-only units in each of the qualifications
- They are open to anyone who is carrying out learning and development roles – in any type of organisation
- They have been developed for those working in accredited learning, non accredited learning, the NQF and the Framework
- The smaller qualifications are 'nested' in the larger ones. This will enable learners to accumulate credits, transfer them and progress from smaller qualifications to larger higher level ones without duplicating their learning.

6. Is there any independent assessment required in the new L&D qualifications?

No, there is only a requirement for one assessor to assess these qualifications and one person to internally quality assure them.

7. Does the 10 week rule apply to the new L&D qualifications?

No, the 10 week rule applied only to NVQs or units of NVQs such as the A&V units.

8. What is the relationship between the TAQA (6317) qualifications and these new L&D (6318) qualifications?

These Learning & Development qualifications are the 'T' (which stood for 'Training') in the TAQA acronym. The assessor and internal quality assurance units and qualifications were developed first by the SSC as they were given priority at that point. They were launched in 2010 and feature as optional units in the Learning & Development qualifications. So candidates who have successfully completed the 6317 qualifications already will have credits toward the L&D qualifications. Please see the 6318 Qualification Handbook for further details.

9. Is there a requirement for the decisions of unqualified assessors to be countersigned? If yes then who can do it?

As stated in 'Our Quality Assurance Requirements' (March 2011 Version 1.0) City & Guilds requires you to continue with arrangements for countersigning. So you need to continue to have decisions of unqualified assessors countersigned by suitably qualified and experienced assessors who can meet the requirements of the assessment strategy for the qualifications that they are assessing. Similarly the decisions of unqualified internal quality assurance (IQA) staff should be countersigned by suitably qualified and experienced IVs/IQAs.

10. What qualifications do my staff have to have to deliver the L&D qualifications?

The LLUK Assessment Strategy is the same as that for the 6317 TAQA qualifications. It says:

All those who assess these qualifications must:

- already hold the qualification (or previous equivalent qualification) they are assessing and have successfully assessed learners for other qualifications; if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- hold one of the following qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment **or**
 - Level 3 Certificate in Assessing Vocational Achievement, **or**
 - A1 Assess candidate performance using a range of methods, **or**
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence
- show current evidence of continuing professional development in assessment and quality assurance

Centre staff may undertake more than one role e.g. tutor and assessor or internal verifier, but must never internally verify their own assessments.

All those who quality assure these qualifications internally must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- hold one of the following assessor qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment, **or**
 - Level 3 Certificate in Assessing Vocational Achievement, **or**
 - A1 Assess candidate performance using a range of methods, **or**
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, **or**
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, **or**
 - V1 Conduct internal quality assurance of the assessment process, **or**
 - D34 Internally verify the assessment process
- show current evidence of continuing professional development in assessment and quality assurance

To deliver the imported optional units in the Level 4 qualifications your team will to meet the following assessment strategy extracted directly from the Management Standards Centre – MSC Assessment Strategy for Management and Leadership and Scottish Vocational Qualifications (SVQs) and National Vocational Qualifications and Units (February 2010)

“Assessors and Verifiers must demonstrate that they:

- have credible expertise in management and leadership relevant to the level(s)/units they are assessing or verifying.*
- keep themselves up-to-date with developments in management and leadership practice;*
- have a thorough understanding of the NOS for management and leadership at the unit(s)/level(s) they are assessing or verifying.*

In addition Assessors and Verifiers must have:

- An accredited assessor and/or verifier qualification, or*
- A related qualification in assessment and/or verification that has been mapped to the national Occupational Standards for assessment and/or verifications, or*
- Evidence of undertaking an employer assessment programme that has been mapped to the national Occupational Standards for assessment and/or verifications”*

A qualified assessor must countersign the assessment decisions of unqualified assessors. The decisions of unqualified internal verifiers must be similarly countersigned by a qualified internal verifier.

ILM Qualification Specifications – V4 20 August 2010

11. Will my staff have to attend upskilling sessions to be considered competent to deliver the new L&D qualifications?

It is not mandatory that your staff undertake upskilling for the new L&D qualifications. However as they are based on the new national occupational standards (NOS) for Learning & Development it would be useful for everyone working in those roles to check their practice against the new standards.

Also the people in centres who will deliver the new L&D qualifications will need to demonstrate that they are fully conversant with the requirements and have suitable knowledge, experience and skills to be able to deliver them. This will be checked by your EV /consultant.

12. When the 6318 starts what happens to candidates who are working toward the 7318 L&D NVQs? Do the new qualifications affect them in any way - i.e. will there be something in the 6318 that they will later need to cover that is not at the moment in the 7318?

No, the new qualifications do not affect them at all. Your candidates should continue with their NVQ in exactly the same way and their qualifications will continue to be recognised.

13. Have any of the new L&D units been imported from the PTLLS/CTLLS/DTLLS qualifications?

No, none of the new units have been imported from the PTLLS/CTLLS/DTLLS. The imported units in the L&D suite come from the Management Standards Council qualifications for Managers.

14. How do these qualifications fit with the Preparing to Teach in the Lifelong Learning Sector (PTLLS), Certificate to Teach in the Lifelong Learning Sector (CTLLS) and the Diploma to Teach in the Lifelong Learning Sector (DTLLS) qualifications?

The PTLLS, CTLLS and DTLLS qualifications are in the process of being revised.

The revised (6302) PTLLS qualification is being launched in September 2011. It contains units from the Learning & Development qualifications as optional units. The units that feature in both the new PTLLS and L&D qualifications are:

6317 unit:	Understanding principles & practice of assessment
6318 units:	Facilitate L&D in groups
	Facilitate L&D for individuals
	Manage L&D in groups

Please see the guidance in the 6302 PTLLS Qualification Handbook for details.

There will also be units from the L&D suite in the CTLLS and DTLLS qualifications. These are currently being developed. Please be vigilant in checking www.cityandguilds.com for details of the launch of the revised CTLLS and DTLLS and the qualification content.

15. In the new L&D qualifications will there be a requirement for the candidates to be observed?

The new qualifications are made up of a range of units – some mandatory and some optional. Some of the units have observation required as a mandatory assessment method. Others have alternative methods required or suggested. Whether candidates have to be observed will depend on what qualifications and which option units they select. Please see the guidance in the 6318 Qualification Handbook for further details.

16. When will the evidence requirements etc be provided for these qualifications and when will the standards will actually be available for delivery?

The 6318 Qualification Handbook contains the necessary guidance for these qualifications. It should be available by the end of September 2011. The qualifications will be open for registration by October 2011.

17. GLH has been put in the handbook therefore does this mean that the GLH have to be delivered?

GLH are included in the handbook as they appear in each of the units from LLUK. GLH are required for funding purposes only and as such City & Guilds does not prescribe that they have to be delivered or evidenced. They are, however useful to consider when planning programmes.