

Title	Develop and facilitate individualised adult learning plans		
Level	5	Credits	6

Purpose	People credited with this unit standard are able to: establish individualised learning outcomes; develop action plans for individualised adult learning; support learner progress; and review the development and facilitation process.
----------------	---

Classification	Adult Education and Training > Delivery of Adult Education and Training
-----------------------	---

Available grade	Achieved
------------------------	----------

Guidance Information

1 Definitions

Contextual requirements refer to the policies, procedures, and reporting requirements of the candidate's context. These could include those of a provider and/or client organisation.

Individualised learning can include learner research, the use of individualised learning packages, distance learning, and mixes of learning opportunities that are available on an individual or group basis.

Stakeholders refer to the learner, and may also include family, whanau, managers, supervisors, and colleagues.

2 Range

Evidence of three individualised learning plans is required.

3 This standard does not include assessment of an individual's learning. For the assessment of an individual's learning refer to Unit 30421, *Carry out assessments against standards to make judgements of learner performance*.

4 This standard is intended for assessing the facilitation of an individual's learning. To assess adult coaching sessions, use Unit 7114, *Coach adult learner(s)*. To assess on-job training use Unit 7108, *Deliver on-job training for adult trainees*. To assess mentoring of education and training practice use Unit 30427, *Provide leadership to another practitioner(s) to enhance their adult education and training practice*.

Outcomes and performance criteria

Outcome 1

Establish individualised learning outcomes.

Performance criteria

- 1.1 Outcomes are matched to an individual's needs, interests, requirements, and abilities.
- 1.2 Outcome statements are documented in accordance with contextual requirements.
- Range outcomes statements include – observable and measurable performances, standards;
may include – conditions under which performance is to take place.
- 1.3 Outcomes that are achievable within available resources and learning opportunities are confirmed with the individual.

Outcome 2

Develop action plans for individualised adult learning.

Performance criteria

- 2.1 The individual's learning outcomes, agreed timeframe for completion, and agreed methods for assessment and recording are included in the plans.
- 2.2 A structured sequence of learning events, key dates and arrangements for support, progress review, and feedback are included in the plans.
- 2.3 Completed plans are recorded and endorsed by stakeholders.

Outcome 3

Support learner progress.

Range must include – periodic monitoring;
may include – problem-solving, remedial face-to-face training.

Performance criteria

- 3.1 Support that assists the achievement of learning outcomes is provided and documented in accordance with contextual requirements.
- 3.2 Progress review and feedback are implemented in accordance with the action plans.
- 3.3 Action plans are reviewed and adjusted (where necessary) to accommodate departures from the original plans.

Outcome 4

Review the development and facilitation process.

Performance criteria

4.1 Stakeholder feedback on the development and facilitation process is sought and analysed in accordance with contextual requirements.

4.2 Stakeholder feedback and self-review are recorded in accordance with contextual requirements and any areas for future refinement are identified.

Range stakeholder feedback and self-review include – documentation of action plans, development and facilitation process, provision of learner support.

Planned review date	31 December 2022
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 May 1996	31 December 2015
Revision	2	13 November 2003	31 December 2015
Review	3	18 June 2010	31 December 2019
Rollover and Revision	4	20 March 2014	31 December 2019
Review	5	28 September 2017	N/A

Consent and Moderation Requirements (CMR) reference	0045
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.