

Title	Prepare learning plans and provide guidance for individual adult learners		
Level	4	Credits	5

Purpose	People credited with this unit standard are able to: prepare learning plans for individual adult learners; provide guidance and feedback on progress against the plan to individual adult learners; and review learning plans for individual adult learners against the progress made.
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Classification	Adult Education and Training > Delivery of Adult Education and Training
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Available grade	Achieved
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Guidance Information

Range

Evidence of plans and guidance for two individual adult learners is required.

Outcomes and performance criteria

Outcome 1

Prepare learning plans for individual adult learners.

Performance criteria

- 1.1 Each adult learner's goals and objectives are identified.
- 1.2 Each adult learner's identified goals and objectives are evaluated in terms of the learner's capability to achieve them.
- 1.3 Opportunities for learning are matched to identified goals and objectives for each adult learner.
- 1.4 A learning plan for each adult learner is prepared incorporating learner goals and objectives, and their capability to achieve these, available resources, opportunities for learning, outcomes, and agreed timeframes for completion of learning.

Outcome 2

Provide guidance and feedback on progress against the plan to individual adult learners.

Performance criteria

- 2.1 Guidance and feedback on progress against the plan are discussed to meet each adult learner's requirements.
- 2.2 Guidance and feedback on progress against the plan are provided that support the agreed outcomes in the plan for each adult learner.

Outcome 3

Review learning plans for individual adult learners against the progress made.

Performance criteria

- 3.1 Each adult learner's plan is reviewed and modified (where required) to match the learner's requirements.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions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
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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.