

**Name of Regulated Qualification:** BIIAB Level 3 Certificate In Learning and Development (QCF)

**Level:** 3

**Ofqual Qualification number:** 601/6969/2

**What is the main purpose of this qualification?**

To confirm competence in an occupational role to the standards required.

**How long will the qualification take to achieve?**

The minimum credits required to achieve this qualification is 30 which equates to approximately 300 hours of total learning time. The exact time it will take you will depend on various factors, for example, how long it takes you to compile your evidence portfolio.

**What job role will it help me enter?**

The BIIAB Level 3 Certificate In Learning and Development (QCF) is a qualification designed to develop the range of technical knowledge and skills required within the learning and development sector, in non-supervised roles. The qualification may help you to obtain a promotion or improve your knowledge, understanding and skills in relation to your current role. The job roles that this qualification will support include:

- Tutor
- Trainer
- Assessor
- Internal quality assurer
- External quality assurer

## What does the qualification cover?

This qualification comprises of the following mandatory units:

- Understand the principles and practices of learning and development
- Reflect on and improve own practice in learning and development

**Optional units:** There are 14 optional units for you to choose from. Your choice of optional units will reflect the role in which you wish to work and your areas of interest. Please see the Appendix for the list of optional units.

## Is this the right qualification for me?

You should seek to undertake this qualification if you are looking to expand on existing knowledge and skills within the learning and development sector.

If, for example, you are already providing learning and development in an unsupervised manner, or you already hold a Level 3 qualification, you could look to complete the BIIAB Level 4 Diploma In Learning and Development (QCF) (601/6971/0). This qualification is designed for those looking to work at a senior or managerial level within learning and development.

If you are not currently employed within the learning and development sector and wish to gain the fundamental knowledge of the sector, you may consider the BIIAB Level 3 Award in Facilitating Learning and Development (QCF) (601/7751/2).

## Is this qualification in an apprenticeship?

Yes. This qualification is part of the Advanced Level Apprenticeship in Learning and Development (England). You may wish to do this qualification as part of the Apprenticeship, or on its own. You may wish to do the qualification on its own (i.e. outside of an Apprenticeship) if:

- you do **not** feel the need to undertake Functional Skills
- you feel you will be unable to achieve the Functional Skills requirements but are able to, and still wish to, achieve a nationally recognised regulated qualification at this level
- you do **not** qualify to undertake a publicly funded Apprenticeship, your employer wants you to just do the qualification and **not** undertake a full Apprenticeship
- you work as a volunteer

### **What could this qualification lead to?**

This qualification shows you have gained Level 3 knowledge in learning and development. It may help you to get a job, to improve your performance at work or get promoted.

If, upon completion, you wish to focus on obtaining further knowledge, understanding and skills and proceed to a higher level of learning then depending on your career path the following qualifications may be suitable for you:

- 601/6971/0 BIIAB Level 4 Diploma In Learning and Development (QCF)
- 601/6776/2 BIIAB Level 4 Diploma in Management and Leadership (QCF)
- 601/4601/1 BIIAB Level 4 NVQ Diploma in Management (QCF)
- 601/6773/7 BIIAB Level 5 Diploma In Management and Leadership (QCF)
- 601/4602/3 BIIAB Level 5 NVQ Diploma in Management and Leadership (QCF)

### **Who supports this qualification?**

This qualification is supported by Skills for Justice, the sector skills council for the justice department.

This letter of support is available upon request from [qualifications@bii.org](mailto:qualifications@bii.org).

### **Is this qualification funded?**

Due to constant regulatory, policy and funding changes prospective learners are advised to check the funding status of these qualifications with their training provider before registering for the qualification, or, alternatively please contact BIIAB customer service on [customersupport@bii.org](mailto:customersupport@bii.org).

## Appendix

### Optional Units

1. Facilitate learning and development in groups
2. Facilitate learning and development for individuals
3. Assess occupational competence in the work environment
4. Understanding the principles and practices of assessment
5. Assess vocational skills, knowledge and understanding
6. Identify individual learning and development needs
7. Plan and prepare specific learning and development opportunities
8. Develop and prepare resources for learning and development
9. Engage learners in the learning and development process
10. Evaluate and improve learning and development provision
11. Understanding the principles and practices of assessment
12. Provide information and advice to learners and employers
13. Engage with employers to develop and support learning provision
14. Understanding the Employing Organisation