

# Supporting Local Learning (30)

<p><b>Aim:</b> To provide the skills, knowledge and attitudes for Local Training Managers to coordinate the learning plans of individuals to produce a programme of learning.</p> <p><b>Learning Methods:</b></p> <ul style="list-style-type: none"> <li>• Course</li> <li>• Small Group</li> <li>• One to one</li> </ul>		<p><b>Topics covered:</b></p> <ul style="list-style-type: none"> <li>• Communicating effectively with relevant parties</li> <li>• Allocating appropriate Training Advisers to individuals</li> <li>• Collating learning plans</li> <li>• Demonstrating how to complete all necessary administration procedures</li> <li>• Monitoring the progress of individual learning</li> </ul>	
<b>Check Your Knowledge</b>			
<b>How confident are you? (1=Low to 5=High)</b>	<b>Score</b>	<b>How confident are you? (1=Low to 5=High)</b>	<b>Score</b>
Can you communicate with all parties relevant to the learning plan of an individual?		Are you able to demonstrate the range of procedures required for administration purposes?	
Are you able to successfully allocate a Training Adviser to an individual?		Can you monitor the progress of an individual to the benefit of that individual?	
Can you collate training plans and plan to meet needs locally if required?			
<b>Validation Criteria</b>			
To validate this module, you will need to complete the following:	Evidence you could use may include one or more of the following:	Requires Revalidation	Relevant Role
Discuss your role with a Training Adviser and how you provide practical support to learning locally.	Discussion with your Training Adviser	✘	All
In addition, you will also need to complete <b>two</b> of the following:			
List the individuals who come within your remit and their current training needs.	<ul style="list-style-type: none"> <li>• Written list of individuals within your remit and their training needs</li> </ul>	✘	All
Keep accurate records of the progress of individuals through their Personal Learning Plans.	<ul style="list-style-type: none"> <li>• Evidence of record keeping</li> </ul>	✘	All

## Adult's Personal File for Managers and Supporters

Provide accurate briefings on a regular basis to your County Training Manager of the needs of your area.	<ul style="list-style-type: none"> <li>• Written or verbal statement from the County Training Manager</li> <li>• Training Adviser witness to a briefing meeting or call</li> </ul>	*	All
Collate individual plans into a learning needs summary.	Written evidence of a learning needs summary	*	All
List and explain the factors to consider when allocating Training Advisers to individual learners.	Discussion with your Training Adviser	*	All
Brief a new Training Adviser on their role.	Training Adviser visit to an induction briefing for a new Training Adviser	*	All
Explain the administrative procedures required to support local learning.	Discussion with your Training Adviser	*	All
Ensure individual learning is monitored.	Records of monitoring learning	*	All
Any other ideas, subject to agreement with a Training Adviser.	Additional validation criteria can be created in consultation with a Training Adviser if necessary. Any additional validation criteria created will need to check what you have learnt and that you can apply the skills that you have acquired to your role.	*	All