



# Advanced Certificate in Learning and Development

Duration: Approx. 50 hours  
Method: Distance Learning (self-paced)

This course provides an in-depth knowledge of all areas of the training cycle for those working in a training / HR role that is involved in identifying training needs, planning and designing training courses, delivering training courses and evaluating learning and development activities.

## Learning Outcomes

By the end of this course, you will be able to:

- Explain learning theories, responsibilities and legislation
- Perform an individual or organisational training needs analysis
- Assess the learning needs of individuals and groups
- Plan and design inclusive learning programmes
- Deliver effective, motivating presentations that maximise learning
- Assess learners using various methods and tools
- Evaluate learning programmes for return on investment / expectation

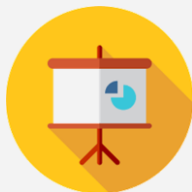
## Course Contents

- Learning Styles
- The Teaching Cycle
- Roles, Responsibilities and Legislation
- Safeguarding Adult Learners
- Equality and Diversity in Learning
- Record Keeping and Quality Assurance
- Individual and Group Learning Needs (ILN/GLN)
- Training Needs Analysis (TNA)
- Learning Aims and Objectives
- Maximising Learning
- Embedding Functional Skills
- Lesson Planning
- Ground Rules, icebreakers and energisers
- Body Language
- The Learning Environment
- Presentation Skills
- Principles of Assessment
- Summative and formative methods of assessment
- Constructive Feedback and Professional development
- Evaluation of Training
- Return on Investment (ROI)
- Return on Expectation (ROE)

24/7 access to our virtual learning environment, with remote tutor support



access on all types of devices without a separate app



view presentations and live sessions online



access blended materials such as videos, handouts and e-books



submit assignments and complete assessments online



support and feedback from a distance learning tutor



instant access to your certificates



## Who should do this course?

Ideal for those working or moving into a training role that requires involvement in all aspects of the training including planning, design, delivery, assessment and evaluation. The course is suitable for those with no prior knowledge, as well as experienced trainers or training managers looking to fill knowledge gaps and gain recognition.

## Pre-requisites

This course is suitable for those with no prior knowledge. Learners must have access to the internet to access the Virtual Learning Environment (VLE).

## Assessment Methods

This course contains the following methods of assessment:

- Multiple choice questions - online assessments that contain multiple choice questions will be graded immediately.
- Short written assignments – to be submitted via the VLE or by email.
- Creation of documents (training materials, scheme of work and session plan)
- An optional training observation – a video recording of a short session (20-30mins) may be submitted for feedback as an alternative to a one of the written assignments.

All submitted work will be reviewed within 7 days by a distance learning tutor and feedback provided. You may continue through the course while waiting feedback.

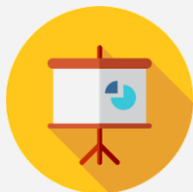
## Progression Opportunities

Following completion of this course, learners may consider formal qualifications such as the CIPD Level 3 Certificate in Learning and Development Practice, or Level 3 Award in Education and Training (QCF).

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