## Structure of the Learning and Development SVQs

#### SVQ 4 in Learning and Development at SCQF level 9 (GA2C 24)

Candidates need to complete 8 Units to achieve the qualification. Candidates must complete all the mandatory Units and a minimum of one Unit from Group A. The remaining Units may be taken from Group B, or from both Groups B and C. No more than two Units can be taken from Group C.

#### Mandatory Units

All candidates must complete the following three Units.

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| Unit code | NOS | Unit title |
| FD3R 04 | L&D3 | Plan and Prepare Learning and Development Programmes  |
| FD45 04 | L&D13P | Evaluate and Improve Learning and Development Provision |
| FD42 04 | L&D10 | Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development |

#### Optional Units

Group A — candidates must complete between one and two Units from the following:

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| --- | --- | --- |
| FD3N 04 | L&D1 | Identify Collective Learning and Development Needs |
| FD3P 04 | L&D2 | Identify Individuals’ Learning and Development Needs |

Group B — candidates must complete between one and four Units from the following:

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| --- | --- | --- |
| FD3V 04 | L&D5 | Develop and Prepare Resources for Learning and Development |
| FD3W 04 | L&D6 | Manage Learning and Development in Groups |
| FD3X 04 | L&D7 | Facilitate Individual Learning and Development |
| FD3Y 04 | L&D8 | Engage and Support Learners in the Learning and Development Process |
| FD41 04 | L&D9DI | Assess Workplace Competence Using Direct and Indirect Methods |
| FD43 04 | L&D11 | Internally Monitor and Maintain the Quality of Workplace Assessment |

Group C — candidates must complete between zero and two Units from the following:

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| --- | --- | --- |
| DR47 04 | MSCB1 | Develop and Implement Operational Plans for Your Area of Responsibility |
| DR75 04 | MSCB6 | Provide Leadership in Your Area of Responsibility |
| DR6P 04 | MSCB11 | Promote Equality of Opportunity, Diversity and Inclusion in Your Area of Responsibility  |
| FD3G 04 | MSCC2 | Encourage Innovation in Your Area of Responsibility |
| FD3J 04 | MSCD2 | Develop Productive Working Relationships with Colleagues and Stakeholders |
| FD3K 04 | MSCD6 | Allocate and Monitor the Progress and Quality of Work in Your Area of Responsibility |
| FD3L 04 | MSCD9 | Build and Manage Teams |
| DR5T 04 | MSCE2 | Manage Finance for Your Area of Responsibility |
| FD3M 04 | MSCF13 | Manage Quality Systems |