LSIFL307v2
Prepare and develop resources to support learning

Overview

This standard is about how to determine the materials you will need and the design options and solutions for learning and development opportunities. It includes reviewing the role of technology-based learning and development opportunities and e-learning systems in the design of materials, including working out realistic simulations and identifying the training facilities and equipment you need.

This standard is appropriate if your role involves designing and producing learning and development materials and preparing the places, materials and equipment you need for learning and development sessions.

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Develop learning materials

You must be able to:

P1   agree the learning objectives the materials need to support

P2   identify who is going to be using the material and what their needs are

P3   choose materials and ways of delivering learning which are suitable to the subjects covered, learning situation and length of the learning programme

P4   choose appropriate equipment and facilities which will promote effective learning

P5   evaluate the potential for delivering computer-based learning

P6   assess existing computer-based information materials to see if they meet the needs of the learning programme

P7   adapt materials from external sources, taking account of copyright law

P8   ensure that learners understand the purpose of the materials and how they should use them

P9   give learners clear guidance and instructions on how to use the materials correctly.

P10 ensure that the language, style and format of the materials is appropriate to the needs of the learners

P11 test the materials and change them if necessary

Choose materials to support learning

You must be able to:

P12 choose learning materials which are suitable for the identified learners

P13 match materials to the learning environment

P14 ensure that the language and format of the materials are appropriate to the needs of the learners and that you use an appropriate way of delivering the learning programme

P15 adapt learning materials to meet the learning objectives

P16 produce support materials in a style and format that are appropriate to the needs and capabilities of the learners

P17 choose and prepare realistic simulation and exercise materials which are relevant to learners

P18 adapt materials from external sources, taking account of copyright law

P19 ensure that the materials you have chosen support equal opportunities and diversity

P20 ensure that training facilities are appropriate, available and meet health, safety and environmental protection requirements

P21 keep within agreed budgets when choosing materials and facilities

P22 identify and resolve any problems with the materials and facilities

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Knowledge and understanding

You need to know and understand:

Develop learning materials

K1 how to use design principles when developing learning materials

K2 how to assess which materials are the most suitable for individual learners and the learning activity

K3 how to assess learners' needs in relation to learning objectives and how you will deliver learning

K4 how to identify possible design problems in using computer-based learning materials, and relating to the:
- K4.1 learning skills of potential users
- K4.2 cultural and religious barriers to learning
- K4.3 other parts of the learning programme
- K4.4 links with qualifications
- K4.5 routes of progression
- K4.6 cost

K5 how to choose ways of testing the learning programme that is appropriate for the material and the learners

K6 how to accurately identify costs and timescales for design

K7 give learners clear guidance and instructions on how to use the materials correctly

K8 ensure that the language, style and format of the materials is appropriate to the needs of the learners

K9 test the materials and change them if necessary

K10 how to identify and avoid common design problems

K11 how to identify appropriate uses of visual, written and electronic material to promote learning

K12 how to make the most of different resources

Choose materials to support learning

You need to know and understand:

K13 prepare and develop resources to support learning: develop learning materials

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Additional Information

Values

Family Learning staff operate within the principles and values of the sector:

1. Family Learning is inclusive and is to be offered as a universal provision with open access

2. Family Learning recognises and values diversity of culture, race, relationships and beliefs

3. equal partnership is the basis for all developments in Family Learning: all learners and educators, regardless of generation, recognise that learners and educators can frequently exchange ideas

4. Family Learning recognises that it is acceptable to make mistakes, which are part of the process of reflective learning

5. achievements within Family Learning benefit the wider learning community through promoting change and empowering individuals and communities

6. Family Learning raises aspirations and all outcomes of the process, including those which may not be overt, are of equal significance and importance

7. Family Learning operates within a culture of mutual respect for individuals, communities, colleagues and agencies

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Developed by	Learning and Skills Improvement Service
Version number	2
Date approved	July 2010
Indicative review date	July 2012
Validity	Current
Status	Imported
Originating organisation	Lifelong Learning UK
Original URN	L7
Relevant occupations	Education and training; Direct learning support; Social Welfare Associate Professionals
Suite	Family Learning v2 (2010)
Key words	learning, family, development, materials, support, resources, prepare, plan, materials