

# LSILADD01

## Identify collective learning and development needs



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### Overview

This standard is about carrying out a training and learning needs analysis for teams, groups, departments or organisations.

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### Performance criteria

*You must be able to:*

- P1 gain the support and commitment of key stakeholders
- P2 identify the aims of the analysis, the information required, and efficient means of data collection
- P3 collect sufficient information relevant to the learners and their context to identify learning and development needs
- P4 prioritise learning and development needs, indicating the focus and volume of learning required
- P5 communicate findings and recommendations to decision makers in ways that will aid their understanding
- P6 negotiate any adjustments to findings and recommendations with decision makers
- P7 maintain confidentiality agreements

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### Knowledge and understanding

*You need to know and understand:*

- K1 the principles that underpin learning needs analysis for teams, groups or organisations
- K2 the contribution that learning and development can make to helping teams, groups and organisations achieve their goals and objectives
- K3 the types of stakeholders involved in an analysis of collective learning needs and why their support and commitment are important
- K4 the types of qualitative and quantitative information required to undertake an analysis of collective learning needs
- K5 the importance of collecting and analysing relevant information including:
  - K5.1 learners' collective goals and objectives
  - K5.2 the impact of change on roles and ways of doing things
  - K5.3 the requirements for skills, knowledge, attitudes and competence
  - K5.4 learners existing capabilities and potential
  - K5.5 attitudes to learning
- K6 sources of information, and efficient data collection methods, including the use of technology
- K7 how to analyse qualitative and quantitative data to identify collective learning needs
- K8 issues related to equality and diversity that may affect data collection and collective learning needs analysis
- K9 issues related to technology and changing work practices that impact on collective learning needs
- K10 the issues to consider when prioritising collective learning needs
- K11 how to identify the focus and volume of learning required and the timescales required for implementation
- K12 who may be involved in making decisions about findings and recommendations
- K13 effective methods of communicating findings and recommendations to decision makers
- K14 why a practitioner should use their professional experience and expertise to negotiate with decision makers on findings and recommendations
- K15 why confidentiality is important when identifying collective learning needs and how to maintain the confidentiality of data, findings and recommendations

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### Additional Information

Please visit the website link to access the NOS suite including the Introduction, which contains valuable context and background information for this suite of NOS.

<http://webarchive.nationalarchives.gov.uk/20110414152025/http://www.lluk.org/standards-and-qualifications/standards/learning-and-development-national-occupational-standards/>

### Glossary

#### **Collective learning needs**

The learning needs that a group of learners have in common. Groups in this context could be, for example, whole organisations or teams within organisations

#### **Focus of learning**

What it is that needs to be learnt, for example, customer service, managing people or how to use new equipment

#### **Stakeholders**

All those who have an interest in the training/learning needs analysis, for example, managers, Human Resource staff, learners themselves

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<b>Suite</b>	Learning and Development (2010)
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<b>Key words</b>	collective learning needs, development needs, focus of learning, identify learning needs, learning, learning needs analysis, prioritise learning needs, training needs, learner confidentiality, learning development practitioners
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