

DRAFT LEARNING & DEVELOPMENT FUNCTIONAL MAP March 2021

Key Purpose	Functional area	Functional Reference/Title	NOS Ref	Relevant NOS title
To develop human potential to assist organisations and individuals to achieve their objectives.	A Organise and support learning and development opportunities	A1 Identify learning and development needs	LSILADD01	Identify collective learning and development needs
			LSILADD02	Identify individuals' learning and development needs
		A2 Plan and prepare learning and development activities	LSILADD03	Plan and prepare learning and development programmes
			LSILADD04	Plan and prepare specific learning and development opportunities
			LSILADD05	Develop and prepare resources for learning and development
	B Deliver learning and development	B1 Conduct learning and development activities	LSILADD06	Manage learning and development in groups
			LSILADD07	Facilitate individual learning and development
			LSILADD08	Engage and support learners in the learning and development process
	C Assess learning and development	C1 Assess learner performance	LSILADD09	Assess learner achievement
			LSILADD11	Internally monitor and maintain the quality of assessment
		C2 Maintain and improve the quality of assessment	LSILADD12	Externally monitor and maintain the quality of assessment
	D Quality assure and improve learning and development practice	D1 Professional development	LSILADD10	Reflect on, develop and maintain own skills and practice in learning and development
			LSILADD13	Evaluate and improve learning and development provision
		D2 Maintain and improve learning and development practice	CFAM&LBA7	Promote equality of opportunity, diversity and inclusion
	E Work with other people	Work with stakeholders	CFAMBCA3	Develop and sustain relationships with colleagues and stakeholders
CFAMLDD2			Develop and sustain productive working relationships with stakeholders	
Work with colleagues		CFAMLDD1	Develop and sustain productive working relationships with colleagues	