

## LEARNING & DEVELOPMENT FUNCTIONAL MAP June 2021

Key Purpose	Functional area	Functional Reference/Title	NOS Ref	Relevant NOS title
To enable people and organisations to achieve their learning and development objectives.	A Organise and support learning and development opportunities	A1 Identify learning and development needs	CLDLD01	Identify collective learning and development needs
			CLDLD02	Identify individuals' learning and development needs
		A2 Plan and prepare learning and development activities	CLDLD03	Plan and prepare learning and development programmes
			CLDLD04	Plan and prepare specific learning and development opportunities
			CLDLD05	Develop and prepare resources for learning and development
	B Deliver learning and development	B1 Conduct learning and development activities	CLDLD06	Manage learning and development in groups
			CLDLD07	Facilitate individual learning and development
			CLDLD08	Engage and support learners in the learning and development process
			**LSILD02	Facilitate effective learning
	C Assess learning and development	C1 Assess learner performance	CLDLD09	Assess learner achievement
	D Quality assure and improve learning and development practice	D1 Professional development	CLDLD10	Reflect on, develop and maintain own skills and practice in learning and development
			CLDLD11	Internally monitor and maintain the quality of assessment
		D2 Maintain and improve the quality of assessment	CLDLD12	Externally monitor and maintain the quality of assessment
			CLDLD13	Evaluate and improve learning and development provision
	E Work with other people	E1 Work with colleagues and stakeholders	**CFAM&LBA7	Promote equality of opportunity, diversity and inclusion
			**CFAM&BCA3	Develop and sustain relationships with colleagues and stakeholders
			**CFAM&LDC3	Mentor individuals
**CFAM&LDC4			Coach individuals	
		**INSML003	Develop and maintain your professional connections	

\*\*Imported NOS