

Skills and quality; Skill management; Learning and development management ETMG

Description

The provision of learning and development processes (including learning management systems) in order to develop the professional, business and/or technical skills required by the organisation.

Level 7

Develops and controls the learning & development strategy for the organisation, ensuring the needs of the organisation are met, both at strategic and tactical level.

Level 6

Determines the learning and development programme and delivery mechanisms needed to grow staff skills in line with business needs. Identifies appropriate accreditation and qualification paths, applicable to individuals within the organisation. Evaluates learning outcomes. Manages the development and provision of all learning, taking account of the strategic aims of the employing organisation.

Level 5

Manages the provision of learning and development, ensuring optimum use of resources. Maintains, publicises and promotes catalogue of learning and development activities. Ensures that courses are up to date and accredited (when required). Arranges facilities and schedules with learning and development providers as appropriate.

Level 4

Contributes to the development and maintenance of a catalogue of learning and development resources. Books and organises learning events. Updates and controls training records, including attainment of certificates and accreditations.

Level 3

Contributes to the maintenance and updates of training records and training catalogue.