**DRAFT ADULT LEARNING FUNCTIONAL MAP – FEB 2023**

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| **Key Purpose** | **Functional Area** | **Sub function** | **NOS Ref** | **NOS Title** |
| To support adults to become better skilled, educated, confident and empowered who contribute to connected and inclusive communities. | **1 KNOW AND UNDERSTAND THE COMMUNITY** |  | NEW**CLDAL1** | Monitor, evaluate and respond to the impact of trends and developments in Adult Learning in the community |
|  | NEW**CLDAL2** | Influence and develop adult learning strategy |
|  | NEW**CLDAL3** | Build and maintain relationships with individuals to ensure a learner-centred approach |
|  | NEW**CLDAL4** | Build and maintain relationships with the wider community |
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| **2 PLAN AND IMPLEMENT LEARNING ACTIVITIES** |  | NEW**CLDAL5** | Engage and support learners |
|  | NEW**CLDAL6** | Plan and deliver learning to individuals and groups |
|  | NEW**CLDAL7** | Develop and prepare resources |
|  | NEW**CLDAL8** | Support individuals to achieve their learning goals and objectives |
|  | NEW**CLDAL9** | Assist learners to review their own progress and implement their development objectives. |
|  | NEW**CLDAL10** | Enable learners to identify, reflect and use their learning to enhance their future personal development |
|  | CLDLD09 | Assess learner achievement |
|  | LSIFL10 | Enable access to future learning and development opportunities |
|  | NEW**CLDAL11** | Secure funding and resources  |
|  | NEW**CLDAL12** | Engage adults in the strategic development of adult learning |
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| **3 DEMONSTRATE COMMITMENT TO INCLUSION, EQUITY AND HEALTH & WELLBEING** |  | INSML008 | Promote equality of opportunity, diversity and inclusion in your organisation  |
|  | NEW**CLDAL13** | Advocate with and on behalf of people so that their interests are represented |
|  | NEW**CLDAL14** | Assist learners to assess risk and make informed choices in the management of their health and wellbeing |
|  | NEW**CLDAL15** | Take responsibility for the safety and security of participants and environments |
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| **4 DEVELOP, LEAD AND MANAGE SELF AND OTHERS** |  | NEW**CLDAL16** | Develop and sustain working relationships with colleagues and stakeholders  |
|  | INSML003 | Develop and maintain your professional connections |
|  | NEW**CLDAL17** | Develop and apply understanding of theory and effective practice in adult learning |
|  | NEW**CLDAL18** | Comply with legal, regulatory and ethical requirements  |
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| **5 EVALUATE AND QUALITY ASSURE PRACTICE** |  | NEW**CLDAL19** | Manage personal development and reflect on current practice |
|  | CLDCD17 | Plan and undertake research |
|  | CLDCD16 | Monitor, evaluate and improve the effectiveness of the provision  |