



# Learning and Development Practitioner

## Level 3



**“Reach your full potential”**

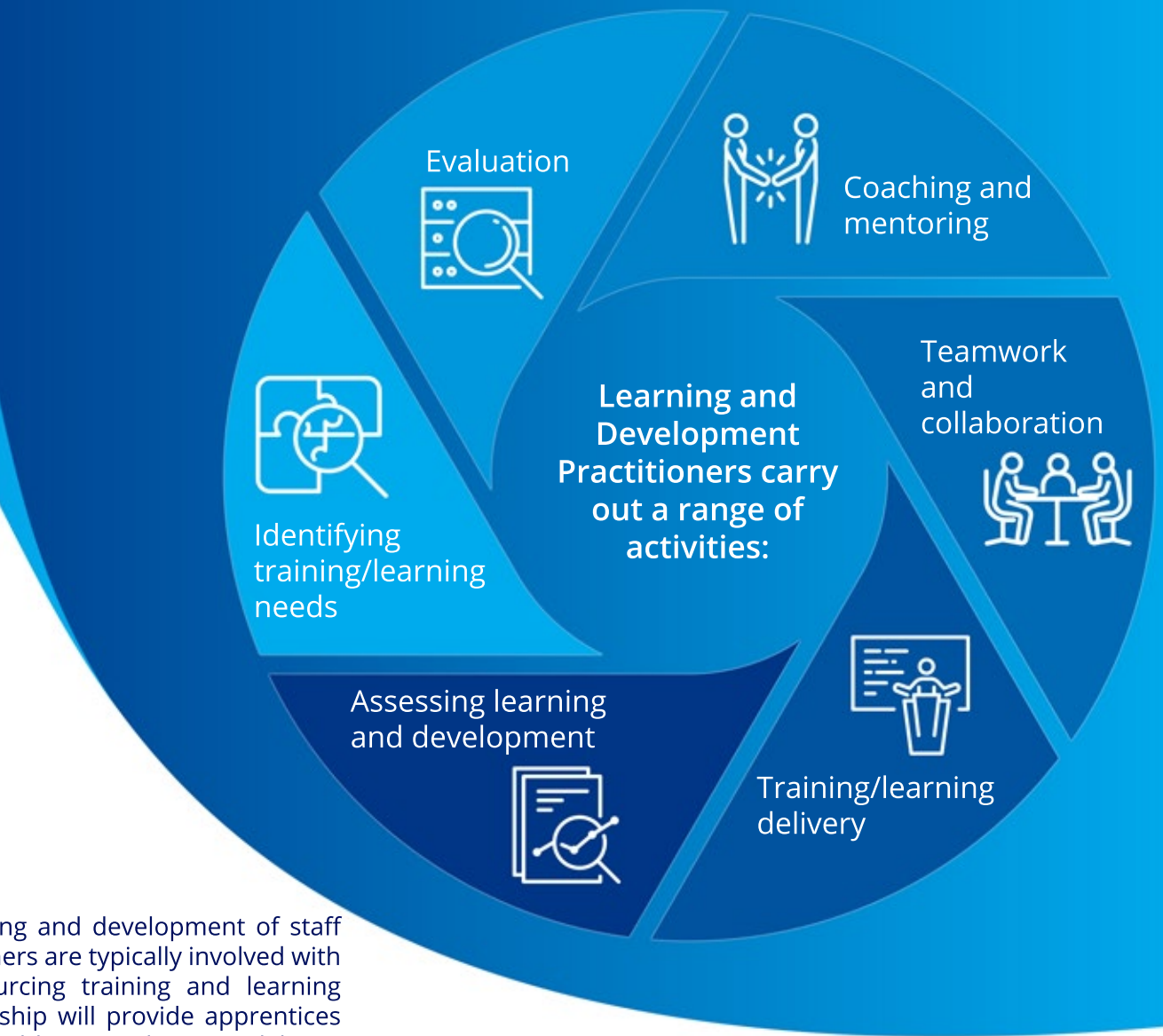


## Level 3 Learning and Development Practitioner

# Overview

This programme is ideal for those responsible for the learning and development of staff within their organisation. Learning and Development Practitioners are typically involved with identifying learning and training needs, designing and sourcing training and learning solutions, delivering and evaluating training. The apprenticeship will provide apprentices with the theories that underpin effective adult and work-based learning, learning delivery channels and how to identify and analyse learning needs and design the necessary training and resources.

Typically Learning and Development Practitioners will have expertise and competence in their specific field whether that be technical, vocational or behavioural (e.g. retail and sales, manufacturing and supply chains, use of software, food preparation, working in teams). Learning and Development Practitioners are future oriented, understand the business context and culture and has a good grounding in training and learning cycles. The Learning and Development Practitioner will support the achievement of business objectives and improve performance at all levels.



# Who is it for?

This apprenticeship is suitable for newly appointed staff to a learning and development role, as well as existing learning and development employee who need significant new knowledge and skills. This apprenticeship is designed for apprentices working in any industry sector who are occupied for a significant proportion of their working role in a learning and development role and whom identify, create and deliver training to meet the needs of its business and its employees. Apprentices in this role will gain a broad range of knowledge and skills that contribute to and influence improved performance in the workplace at an individual, team and organisational level.



Learning and  
Development  
Coordinator



Communication and  
Learning Coordinator

Junior Learning  
Technologist



Learning &  
Organisational  
Development Officer





# Why do this apprenticeship – what are the benefits:

## Apprentice Benefits

- Progression to higher qualifications
- Gain skills from an industry driven approach
- Applies learnt theories and models to practical situations within the workplace
- Provides individuals with additional core knowledge, skills, techniques and tools to be more successful in undertaking their role
- Apprentices will be able to identify individual needs and design training and development sessions to support business objectives
- Apprentices will be able to share their knowledge and replicate best-practice
- Improve apprentice's knowledge and skills including knowledge around theories and models that underpin effective adult learning and group behaviour
- Develops apprentice's confidence and communication skills, as well as an interest in new ideas and techniques for self-development as well as that of others
- Develop and demonstrate a range of transferable skills and professional behaviours and attributes in the work environment

## Employer Benefits

- Enhances the skills of existing staff
- Links learning and development activity within areas of responsibility to business objectives and performance
- Apprentices will demonstrate a range of excellent skills including designing, delivering and evaluating effective training and development within the workplace
- Creates a culture that better equips people and teams to succeed
- Helps to build self-belief in employees
- Provides support for staff to better deal with change
- Development of a continuous professional development culture
- Enhances reputation, provides customer reassurance by investing in trained staff
- Brings latest knowledge and best practice into the business
- Apprentices develop the critical skills demanded by employers
- Development of internal capability to deliver business objectives on an ongoing and sustainable basis
- Development of workplace problem solving skills

# Typical Programme Structure

The course is delivered via a mixture of face to face and online workshops, webinars, coaching sessions and workplace learning

- Depending on individual needs of the apprentice, learning modules include:
  - o The effective Learning and Development practitioner
  - o Learning and Development and the organisation
  - o Identifying Learning and Development needs
  - o Design and delivery of Learning and Development
  - o Evaluating Learning and Development
  - o Coaching and mentoring
  - o Assessing Learning and Development

## Typical Programme Breakdown

- 10 x 6-hour workshops to cover knowledge elements of the standard (may include face to face and online workshop delivery)
- 2 x skills development workshops and workplace activities
- 3 x 4-hour EPA preparation workshops
- 6 x 1-hour virtual coaching sessions
- 6 x 1 ½ hour Reviews
- Completion of assignments and work-related projects
- Completion of a record of continuing professional development (Learning Journal)
- Completion of online learning modules as part of off the job activities
- Development of maths and English through our online learning platform, with the support of the LSC (if required)

There is no mandatory qualification within the apprenticeship, however, apprentices wishing to complete an additional CIPD Qualification can choose to complete either the CIPD Intermediate Certificate (extra £1,600) or the CIPD Intermediate Diploma (extra £2,500) in Learning and Development.



## Programme Length

Course duration 18-24 months plus EPA

## How is training delivered?

An essential element of the ESP delivery model is to ensure you are supported at each stage in your journey to enable you to fully succeed.

Learners will be supported by learning and skills coaches who are experts in their field, working closely with employers to ensure learners gain the skills, knowledge and behaviours to demonstrate competency as a Learning and Development Practitioner.

Our learning and skills coaches will:

- Deliver online and face to face workshops
- They will cover the knowledge needed for each module through interactive and informative sessions
- They will help plan independent learning activities
- They will provide one to one coaching via telephone, in the workplace or via virtual mediums like Teams
- They will provide feedback on written assignments and evidence submitted
- They will support you with preparation for end point assessment



# Programme Modules

## Technical Expertise

Foundation level theories and models that underpin effective adult learning and group behaviour. How different learning delivery contribute to effective learning, and how to measure the impact of a learning interventions.

## Diversity and Inclusion

How diversity and inclusion influences the planning and delivery of L&D interventions.

## Business and Commercial understanding

Understanding your organisation, its structure, values and its external market and sector. The commercial context, drivers and process behind learning needs and solutions.

## Identification of training/learning needs

Identify and analyse learning needs and establish capability and learning gaps, in line with organisational performance outcomes and to enable effective evaluation. Use effective analytical skills to seek out and analyse information.

## Management information and technology

The role of data to analyse learning needs and ensure effective delivery. How internal information systems can support learning, as well as how technology supports learning.

## L&D function

The various L&D roles that may be required for effective learning and development in an organisation. The policies and processes required for effective organisation learning.

## Training/Learning Design

Design, construct and structure training/learning resources to meet a variety of needs

## Training/Learning delivery

Plan, organise and prepare for a training/learning events/intervention in a timely fashion. Facilitate and deliver learning in a face-to-face, blended and digital environment as appropriate. Monitor a learner's progress and deliver motivational and developmental feedback.

## Evaluation

Evaluate the impact of learning solutions - measure and assess development initiatives for effectiveness, business relevance, efficiency, and continually seek ways to improve learning solutions.

# Programme Summary





# Pre-Enrolment Activities

Before being accepted on to the apprenticeship you will need to complete the following pre-enrolment activities:

## IAG Workshop

Attend a virtual workshop session to provide an overview of the following  
Overview of the apprenticeship programme  
20% Off the Job Training  
Attendance at masterclasses and workshops

## Initial Assessment:

Complete BKSb maths and English initial assessments

## Diagnostic Assessment:

Complete BKSb maths and English diagnostic assessments

## Pre-Start Enrolment Form

This form will provide us with basic information about your qualifications and past and current experiences

## Skills Scan

Complete skills scan to identify the areas that will be covered during the course to determine whether there are development opportunities and scope for the learner to complete the apprenticeship

## Remote Pre-enrolment Review

Attend 1:1 remote session with the learning and skills coach to talk through the pre-enrolment activities and skills scan to confirm suitability

## Enrolment form (online):

Complete formal online enrolment form

## Apprentice Agreement and Commitment Statement (online):

Read, discuss and agree the apprentice agreement and commitment statement

## Formal on-boarding:

Apprentice invited to induction introduction to the apprenticeship programme and first learning session

Apprentices will need GCSE grade A to C or a Level 2 Functional Skill in maths and English. Apprentices who do not currently hold this are required to complete Level 2 Functional skills in maths and English prior to end point assessment (EPA)

## Eligibility

The eligibility criteria is as follows:

- UK/EU Resident for three years
- Not currently a student in Funded Learning

# Expectations and Commitment

## We ask apprentices to:

- Attend all face to face and virtual workshops and master classes as per the delivery plan
- Attend all programme reviews with the Learning and Skills Coach
- Submit and upload assignments and evidence to the online e-portfolio (OneFile) by the stipulated target date to ensure completion of the qualification and apprenticeship within the given timeframe
- Complete all off the job activities to meet the 20% of the job requirement. Record all activities and reflections on OneFile
- Complete at least 4 to 6 hours of self-study each week inclusive of any online learning activities
- Complete shadowing of colleagues and mentoring





# End Point Assessment

The end point assessment will begin once the employer, apprentice and ESP are confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard. As part of this process apprentices, employers and ESP will complete a 'Gateway' discussion to confirm competence.

The end point assessment consists of the following:

## Work Based Project with Professional Discussion

- Complete a Work Based Project which will take the form of an executive summary-style report of 2250 words (+/- 10%)
- This will be based on the implementation of a learning and development solution to a real business problem
- The Professional Discussion will be of 60 minutes duration and will address the Work Based Project
- The professional discussion will contain 8-10 open questions

## Presentation and Q&A Based on Learning Journal

- Learners will complete and develop a learning journal throughout the course of the programme
- 20 minute presentation, presenting key points from the Learning Journal
- The Presentation should cover three examples from the Journal that best demonstrate how they have developed their learning and development practices and/or how they developed their understanding of best practice in a particular area
- The Presentation will be followed by a 25-minute Q&A session

# EPA JOURNEY

## On-Programme Learning

Minimum  
18 months  
on-programme  
learning

## GATEWAY

Requirement  
for Gateway  
Level 2 Maths  
& English

## Planning Meeting

With the apprentice,  
training provider,  
employer and  
End-point Assessor

## Work Based Project with Professional Discussion

Project report of 2250 words – 60  
minute Professional discussion

## Presentation and Q&A Based on Learning Journal

20 minute presentation on  
learning journal, followed by 25  
minute Q&A

## Grading and Determination

Grading  
Fail/Pass/Distinction

## ESFA CERTIFICATION



# “Reach your full potential”

## Progression Opportunities

- Qualifications and further study
- Apprenticeship - Operational/departmental Manager Level 5
- Apprenticeship – Learning and Development Consultant/Business Partner ... Level 5
- Increased responsibility or promotion opportunities in work
- Successful apprentice may be eligible for Associate membership of the Chartered Institute of Personnel and Development (CIPD)