

Learning and Development Consultant and Business Partner

Level 5



“Reach your full potential”



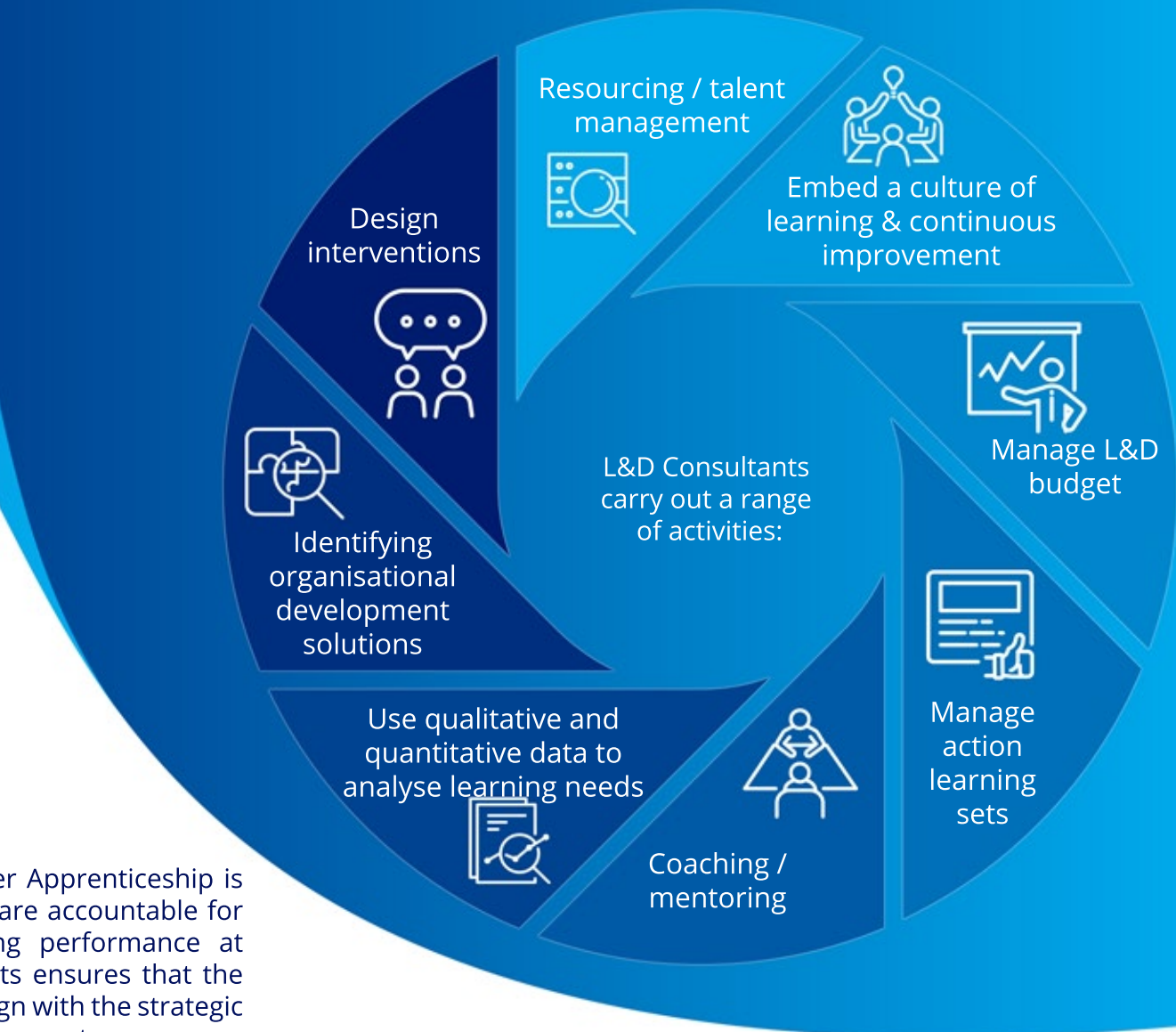
Level 5

Learning and Development Consultant and Business Partner

Overview

The Learning & Development Consultant/Business Partner Apprenticeship is ideal for those in a generalist or specialist L&D role who are accountable for driving the contribution that L&D makes to improving performance at individual, team and organisational level. L&D Consultants ensure that the learning and development techniques they recommend align with the strategic goals and objectives of the business, finding creative ways to overcome obstacles. Apprentices in this role influence key stakeholders and make decisions on what the business can and should do in an L&D context.

Learning & Development Consultant/Business Partners lead on L&D projects including the L&D element of other business projects, they are an influencer and decision maker and their work aligns to the context of the business and its strategic priorities, measuring the outcomes and impact of learning interventions.



Who is it for?

This apprenticeship is suitable for individuals who are interested in playing a key role in the continuous improvement of their organisation and have a passion for helping people develop. Apprentices will gain the knowledge and skills you need to identify training needs and develop effective solutions which meet the strategic needs of the business and individual needs of its staff. This is an ideal apprenticeship for those who already have L&D experience and are in a role that is accountable for ensuring L&D contributes to, and influences, improved performance in the workplace at an individual, team and organisation level.



L&D Managers



Learning & Organisational
Development Managers



Communication and
Learning Managers



L&D Business Partners



L&D Consultants

Why do this apprenticeship – what are the benefits:

Apprentice Benefits

Progression to higher qualifications

Applies learnt theories and models to practical situations within the workplace

Gain skills from an industry driven approach

Apprentices will be able to share their knowledge and replicate best-practice

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

Apprentices will be able to build effective working relationships with managers, peers and other L&D functions to deliver results from L&D plans and solutions

Develop and demonstrate a range of transferable skills and professional behaviours and attributes in the work environment

Improve apprentice's knowledge and skills including knowledge around theories and models that underpin effective adult learning and group behaviour

Provides individuals with additional core knowledge, skills, techniques and tools to be more successful in undertaking their role

Employer Benefits

Enhances the skills of existing staff

Brings latest knowledge and best practice into the business

Development of workplace problem solving skills

Apprentices develop the critical skills demanded by employers

Enhances reputation, provides customer reassurance by investing in trained staff

Links learning and development activity within areas of responsibility to business objectives and performance

Apprentices will demonstrate a range of excellent skills including identifying organisational development solutions, explore use of emerging technology to support learning

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 organisational change and innovation

Development of a continuous professional development and improvement culture

Development of internal capability to deliver business objectives on an ongoing and sustainable basis

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 Understanding the context of L&D
- o Developing Professional Practice in L&D
- o Using information, metrics and developing business cases for L&D
- o Evaluating L&D provision in a knowledge economy
- o Designing and developing digital and blended learning solutions
- o Developing and using consulting skills
- o Coaching and mentoring
- o Organisational development
- o Developing and using facilitation skills
- o Understand how to measure the impact and return on investment of learning on the business

Typical Programme Breakdown

- o 10 x 6-hour workshops to cover knowledge elements of the standard (may include face to face and online workshop delivery)
- o 2 x skills development workshops and workplace activities
- o 3 x 4-hour EPA preparation workshops
- o 6 x 1-hour virtual coaching sessions
- o 6 x 1 ½ hour Reviews
- o Completion of assignments and work-related projects
- o Completion of a record of continuing professional development (Learning Journal)
- o Completion of online learning modules as part of off the job activities
- o 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 £2950) or the CIPD Intermediate Diploma (extra £3250) 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.

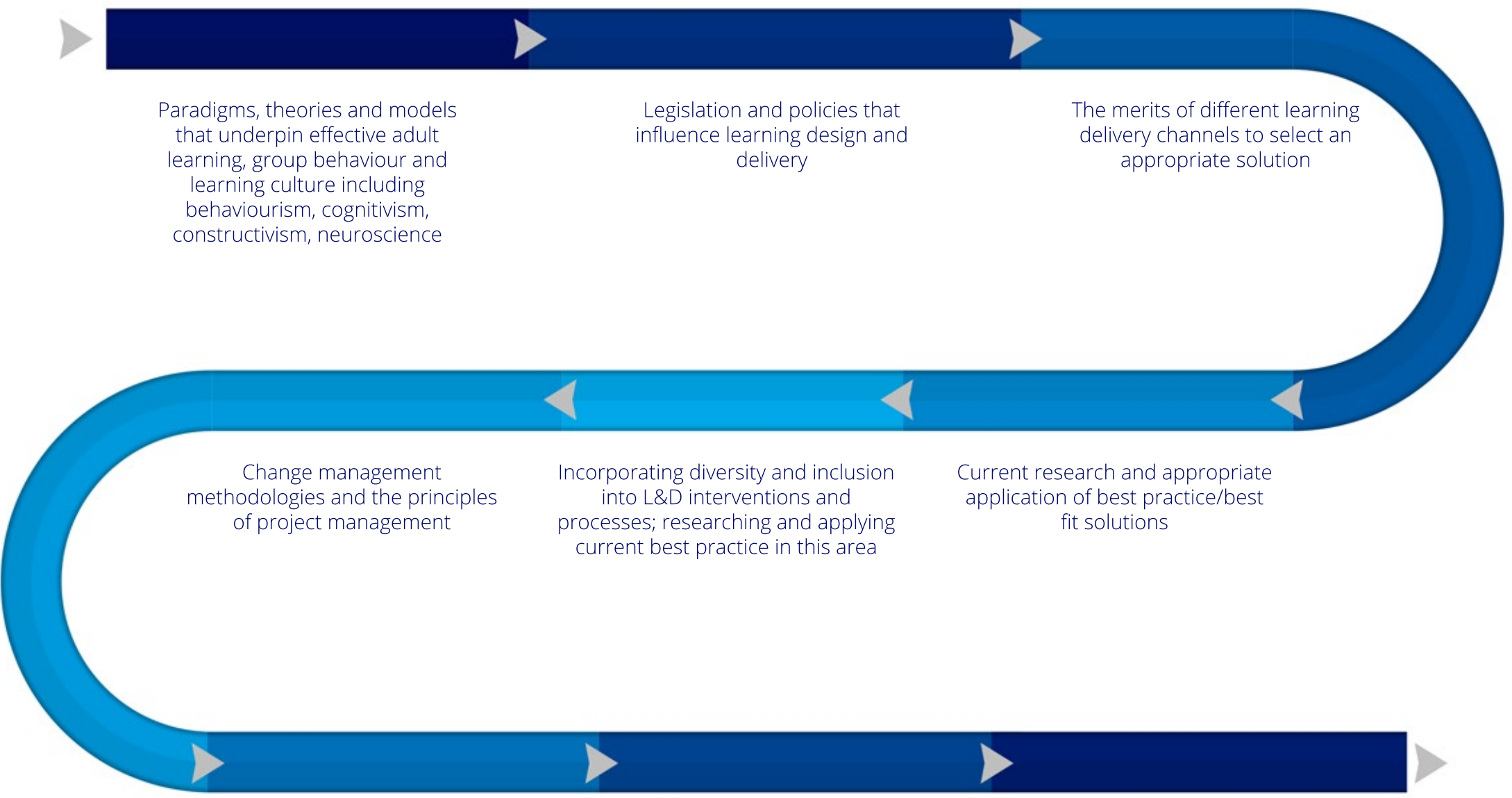
Learners will be supported by learning and skills coaches who are experts in their field, working closely with employers to ensure learners gain the skills, knowledge and behaviours to demonstrate competency as a Learning and Development Consultant/Business Partner.

Our learning and skills coaches will:

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



The L&D Consultant/Business Partner will have an understanding of:



Paradigms, theories and models that underpin effective adult learning, group behaviour and learning culture including behaviourism, cognitivism, constructivism, neuroscience

Legislation and policies that influence learning design and delivery

The merits of different learning delivery channels to select an appropriate solution

Change management methodologies and the principles of project management

Incorporating diversity and inclusion into L&D interventions and processes; researching and applying current best practice in this area

Current research and appropriate application of best practice/best fit solutions

Consultancy tools and techniques, e.g. use of SWOT, 5 Whys, weighted matrix, etc, providing costed recommendations and projected impact/ROI

How business, learning and Hr key performance indicators and metrics build a clear picture of how the business is performing

The process of stakeholder mapping to define interactions with staff that are part of the learning needs analysis, design, delivery and evaluation

The L&D Consultant/Business Partner will have an understanding of:



The L&D structure required to meet business needs and whether this should be in-house, outsourced, and how to source specialist expertise

L&D roles, responsibilities and skills required to design and deliver solutions

How to prepare, monitor and manage a budget

How technology can support learning, including understanding of digital platforms

How to identify sources, trends and anomalies in data

The collection of data and information, both qualitative and quantitative, to analyse learning needs, implement effective delivery and measure outcomes and impact

Emerging technologies that can support effective learning

Programme Summary

Knowledge

Technical expertise
Business understanding
L&D Function
Management information
and technology

Behaviours

Constant and curious learner
Collaborative partner
Commercial thinker
Constructive challenger
Passionate and agile deliverer

Skills

L&D Consultancy
Developing a learning culture
Budget / Resource management
Relationship management
Facilitation skills

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 a formal business report of 5000 words (+/- 10%)
- This will demonstrate apprentices L&D consultancy skills in dealing with a real business problem or objective
- The Professional Discussion will be of 75 minutes duration and will address the Work Based Project
- The professional discussion will contain 10-12 open questions

Presentation and Q&A Based on Learning Journal

- Learners will complete and develop a learning journal throughout the course of the programme
- 15-minute presentation, presenting key points from the Learning Journal
- The Presentation should focus on how apprentices demonstrate how they have attained the suitable knowledge, skills and behaviours outlined in the apprenticeship standard
- The Presentation will be followed by a 30-minute Q&A session
- Q & A will contain 5-7 open questions

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

Presentation and Q&A Based on Learning Journal

15-minute
presentation on
learning journal,
followed by
30-minute Q&A

Work Based Project with Professional Discussion

Project report of 5000
words – 75-minute
Professional discussion

Grading and Determination

Grading
Fail/Pass/Distinction

ESFA CERTIFICATION



“Reach your full potential”

Progression Opportunities

- Qualifications and further and higher study
- Apprenticeship - Operational/Departmental Manager Level 5
- Degree level apprenticeship in Learning and Development.
- CIPD Advanced Diploma in HR Development
- Increased responsibility or promotion opportunities in work
- Successful apprentice may be eligible for Associate membership of the Chartered Institute of Personnel and Development (CIPD)