



Learning & Development Practitioner

Apprenticeship Standard

This Level 3 Apprenticeship will equip you with the knowledge, skills and behaviours required to successfully and confidently work in a Learning and Development Practitioner role.

Associated roles: The Learning and Development role supports the learning and development function to contribute to, and influence improved performance in the workplace at an individual, team and organisational level.

Roles and Responsibilities

Learning and Development Practitioners are typically involved with identifying learning or training needs, designing or sourcing training and learning solutions, delivering and evaluating training, and working with stakeholder or business area managers.

The Learning and Development Practitioner will typically have expertise and competence in their specific field whether it be technical, vocational or behavioural (e.g. use of software, food preparation, working in teams).

The role can be more specialist, with a focus on and requiring in depth expertise in a specific area of learning and development such as learning design, e-learning or digital or blended learning.

On completion, you will have achieved the Level 3 Learning and Development Practitioner Apprenticeship.



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Who is it for?

Apprenticeships are open to anyone in England over the age of 16 and not in full time education. Apprenticeships can also be for new or existing employees.



Duration

Between 15- 18 months. The first 12 months will be 'in learning' where the knowledge, skills and behaviours needed are developed. The final 3 months will be used to complete the EPA.



Delivery

Tutor-led remote and face-to-face training and portfolio building.

TOPICS COVERED DURING TRAINING

To develop the knowledge, skills and behaviours required for this standard you will cover topics such as: theories and models that underpin effective adult learning and group behaviour, how different learning delivery methods: face-to-face, blended or digital, contribute to effective learning, how to identify and analyse learning needs in line with organisational performance outcomes, the commercial context, drivers and processes behind learning needs and solutions, how to plan, deliver and review a learning programme to help develop the skills and knowledge of others, techniques to analyse the impact of training and continually seek ways to improve learning solutions.

GATEWAY AND END POINT ASSESSMENT (EPA)

We will work with you and your employer to decide when it is time to start your EPA. You will enter the 'Gateway' and be prepared and supported by us for the two components. You will only have 'achieved' your apprenticeship when the EPA is complete.

- **Work-based project with professional discussion** - You will have four months to carry out a project and prepare a executive report. You will present this during a 60 minute professional discussion .
- **Presentation (Based on the learning journal completed throughout the programme)** - 20 minutes to present followed by a 25-minute Q&A.

PROGRESSION OPPORTUNITIES

Depending on the development of your role there are a number of options:

- Level 3 Team leader/ supervisor
- Level 4 Associate Project Manager
- Level 4 Assessor/coach
- Level 5 Operations/ Departmental Manager

The successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD).