

Learning and Development practitioner

Level 3 | 18 months (plus 3 months EPA)

Cost: £6,000

PROGRAMME SUMMARY

This programme of study prepares an individual to work in a Learning & Development (L&D) Support role within a L&D department. It is designed to equip apprentices with a better understanding of the role of L&D in organisations, support good practice within employment relations, support good practice in performance, reward management and support change.

Upon completion of this apprenticeship, learners will have the skills, knowledge and behaviours needed to move into a L&D role, and will also be eligible to progress onto the Level 5 Chartered Institute of Personnel and Development (CIPD) course.

QUALIFICATIONS ACHIEVED

Learning and Development Support Practitioner

WHO IS SUITABLE?

During the apprenticeship the learner can apply for Student Membership to the Chartered Institute of Personnel and Development (CIPD) and on completion the successful apprentice may be eligible to apply for Associate Membership of the CIPD.

This apprenticeship is aimed at individuals currently in roles that have exposure to supporting HR/L&D projects and supporting managers in an organisation.

ENTRY REQUIREMENTS

Employers will identify entry requirements through vocational skills assessment with the support of Total People and a OneFile scorecard.

Learners without a Level 2 English and maths must achieve these Functional Skills within the first six months of the programme and prior to completion of the apprenticeship.



EMPLOYER RESPONSIBILITIES

Your responsibility as an employer is to support your apprentice throughout their apprenticeship. You should ensure you have allocated a mentor, which could be their Line Manager. The mentor would be their key support person who will motivate the apprentice, ensure they are engaged and help to drive progression. This will ensure all learning and assessments are completed by the practical planned end date. Once the learning is completed you will support the apprentice during their gateway period through to End Point Assessment. You are required to adhere to the key responsibilities below.

Key responsibilities:

- Be aware of and have an understanding of the knowledge, skills and behaviours within the apprenticeship standard and any mandatory qualifications
- Take part in bi-monthly progress reflections
- Ensure that apprentices can complete their planned Off the Job activities
- To give the apprentice opportunity to evidence progress and active learning monthly
- Allow the apprentice time to attend English and maths training which is additional to the off the job hours. A variety of delivery models are available depending on the apprentices starting point, e.g. 2 weekly blocks or weekly sessions

Use one file to track your apprentice's progress

TOPICS AND UNITS

- Business Culture and Change in Context
- Principles of Analytics
- Core Behaviours for People Professionals
- Essentials of People Practice

END POINT ASSESSMENT:

End Point Assessment (EPA) 1 –Work based Project (including Executive Summary Report (2250 words) with Professional Discussion (1 hour). This will include 8 to 10 questions (from the CIPD question bank) to test competence according to the content of the project and any knowledge, skills or behaviours.

End Point Assessment (EPA) 2 –Presentation (20 minutes) and Q&A on Learning Journal (25 minutes)

The presentation is a competency-based assessment for the apprentice to deliver and demonstrate skills, knowledge and behaviours within the standard with links to underpinning theories and models, style, clarity and communication skills (as required within the standard).

The assessor will review the apprentice's learning journal prior to the presentation to get an impression of the apprentice's critical thinking skills and how they've developed and achieved against the different areas of competence set out in the standard.

The apprentice should highlight the three examples of progression from their learning journal in a clear practical analysis summary document (such as a heat map) making sure they cover:

- Emerging trends,
- Developments in the L&D sector,
- How they have developed their L&D practice
- How they developed their understanding of best practice in that area.

The assessment will be graded pass/fail/distinction.

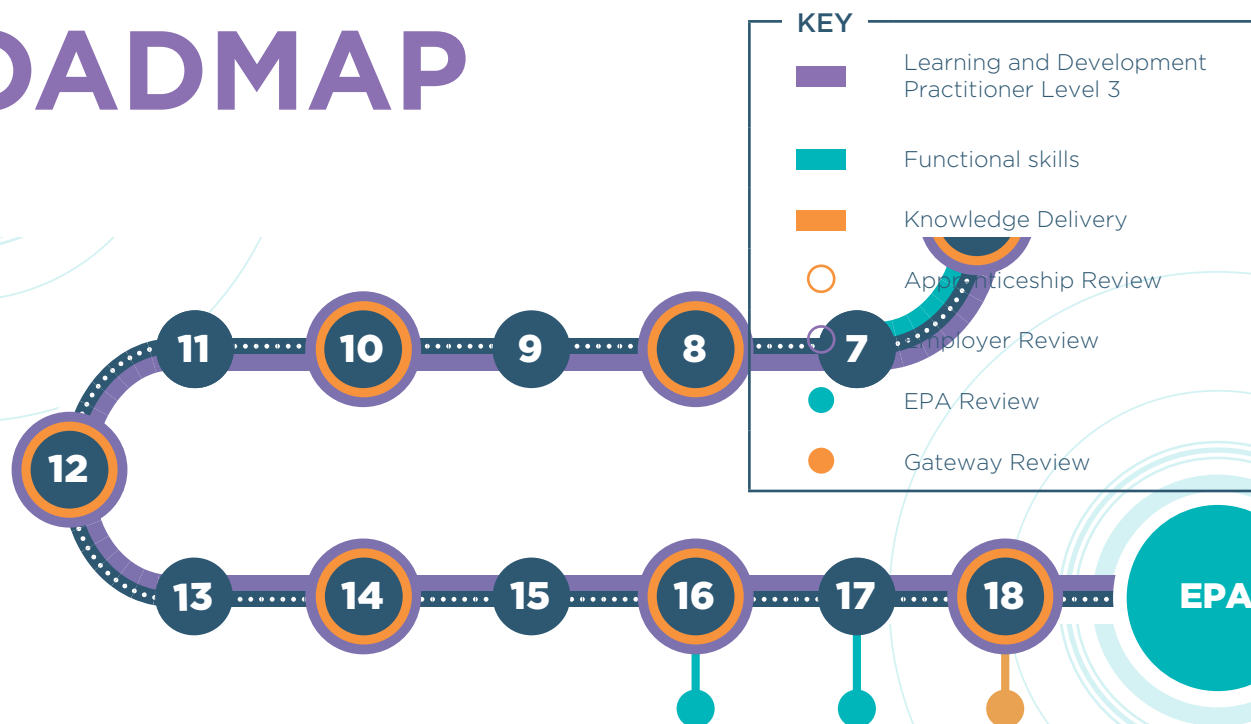
OFF JOB TRAINING

Off the job training is a critical and important element within the apprenticeship. Apprentices must complete the minimum requirement for the off the job training. The requirement is to complete a minimum of 6 hours per week or the equivalent over the practical learning duration (20% of capped 30 working hours).

Off the job training must deliver new skills and knowledge that are directly relevant to the apprenticeship standard and can include:

- Teaching of theory via blended delivery methods
- Practical training
- Work shadowing
- Supported learning and time spent writing any assignments/questions

ROADMAP



Topics covered

- Business Culture and Change in Context
- Principles of Analytics
- Core Behaviours for People Professionals
- Essentials of People Practice

Off the job activities

- Course Orientation to programme and Onefile courses
- Module activities, Self Study and knowledge development
- Scorecard reflection
- 4 module reflection and journal entry
- Onefile courses and reflection
- Completion of workplace activity (Remote activities)
- Shadowing & company policies
- Support/prep for EPA

EPA activities

- EPA 1 - A work based project including an executive summary report of 2250 words and one hour professional discussion. There will also be 8 to 10 questions (from the CIPD question bank) to test competence according to the content of the project and any knowledge, skills or behaviours.
- EPA 2 - A 20 minute presentation and a 25 minute Q&A on the learning journal. The assessor will review the apprentice's learning journal prior to the presentation to get an impression of the apprentice's critical thinking skills and how they've developed and achieved against the different areas of competence set out in the standard.

GET IN TOUCH

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