

Learning and Development Consultant/Partner

Level 5 | 18 months (plus 3 months EPA)

Cost: £7,000

PROGRAMME SUMMARY

This apprenticeship prepares an individual to work at Learning and Development (L&D) Partner/Consultant level and be leading a team with a L&D portfolio. All apprentices will be required to coach and support others in the organisation, to understand the role of L&D in a business context, deliver on L&D key performance indicators and understand L&D policies and procedures.

Upon completion of this apprenticeship, the candidate will have the skills, knowledge and behaviours needed to move into a L&D Partner/Consultant role, and may be eligible to progress onto the Level 7 Chartered Institute of Personnel Development (CIPD) course.

QUALIFICATIONS ACHIEVED

L&D Consultant Partner Level 5 Standard

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.

The apprenticeship is aimed at individuals currently fulfilling a L&D role, and who within this role:

- Accountable for ensuring L&D contributes and influences improved performance in the workplace
- Align learning needs with the strategic objectives of the business
- Influencing change, influencing stakeholders, and making recommendations to L&D
- Lead on L&D Projects
- In addition, individuals should be able to demonstrate an ability to communicate across all levels in the organisation through a variety of mediums.

ENTRY REQUIREMENTS

Employers will identify entry requirements through vocational skills assessment with Support from Total People and the use of an Electronic Scorecard.

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

In addition, learners should also have:

A minimum of 5 years' experience working in HR or L&D plus familiarity with the role covered by the apprenticeship

Current CPD activity that shows they are up to date with developments in the sector

Technical and management expertise to ensure they can assess all areas of the Standard

Understanding of any qualification used within 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

- Organisational Performance and Culture in Practice
- Evidence-based Practice
- Professional Behaviours and Valuing People
- Learning and development design to create value
- Facilitate personalised and performance focused learning
- Supporting self-directed and social learning

Plus choose one of the following optional units:

- Specialist Employment Law
- Advances in Digital Learning and Development
- Well-being at Work

END POINT ASSESSMENT:

End point assessment (EPA) one – A Work based Project made up of a 5000 word Formal Business Report and 75 minute Professional Discussion (+/-10%). The Professional Discussion will last 75 minutes and will be based on the grading of the work-based project. There will be 10 to 12 questions (from the CIPD question bank) to test competence according to the content of the project and any knowledge, skills or behaviours that may not be evident.

End point assessment (EPA) two - A 25 minute presentation followed by a 30 minute Q&A on 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. 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 presentation should last 25minutes (-/+ 10%). The presentation should provide an example from the learning journal that best demonstrates each of the following key themes:

- New and emerging trends and developments in the L&D sector
- L&D Specialisms and their Business Impact
- Leadership.

Q&A Session-The presentation is followed by a 30-minute (+/-10%) Q&A session with the assessor. The assessor will ask five to seven open questions (from the CIPD question bank), which may be followed by probing questions.

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).

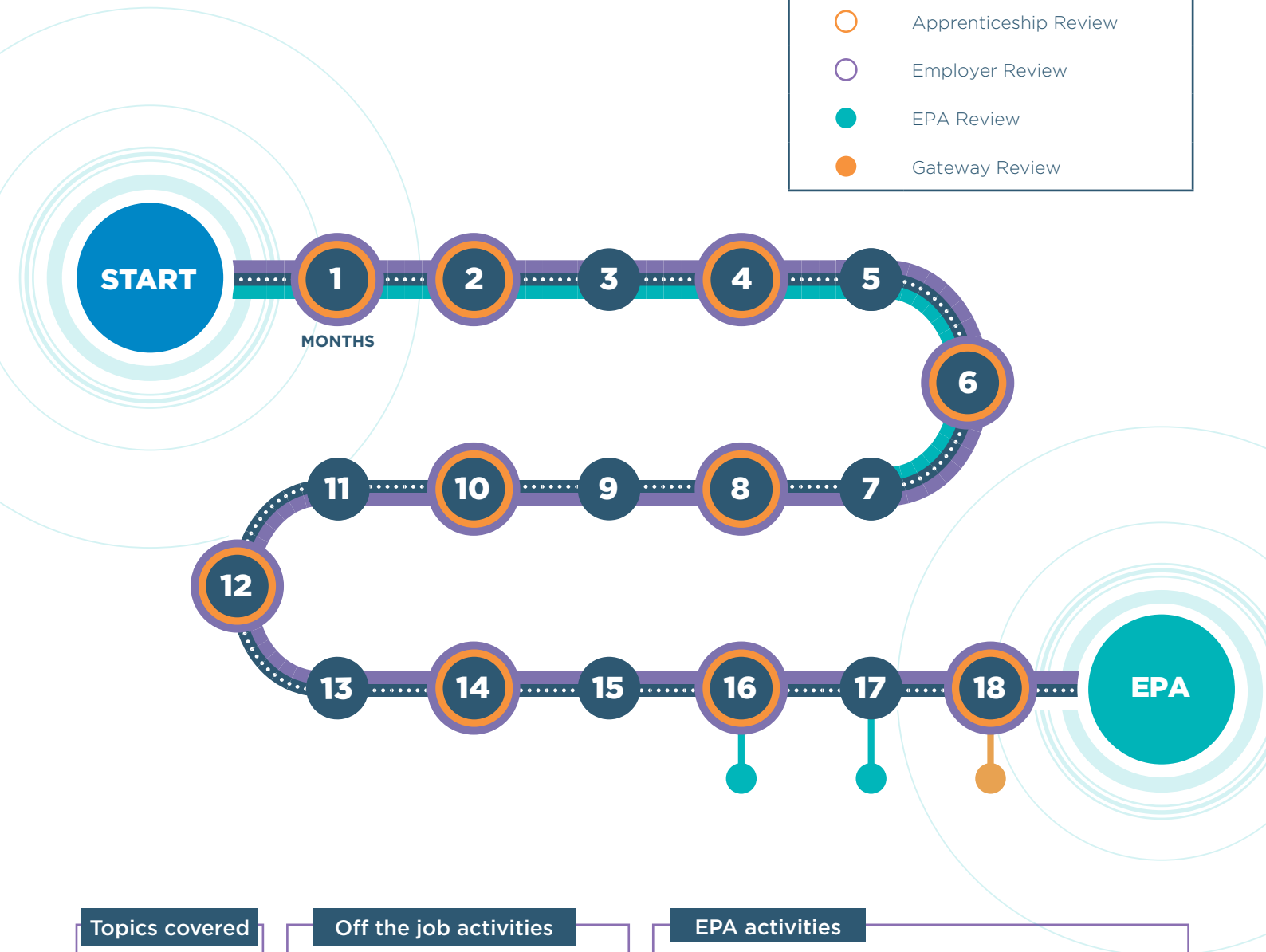
Off the job training must deliver new skills and knowledge that are directly relevant to the apprenticeship standard and can include:

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

ROADMAP

KEY

-  Learning and Development Practitioner Level 3
-  Functional skills
-  Knowledge Delivery
-  Apprenticeship Review
-  Employer Review
-  EPA Review
-  Gateway Review



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 with a 75 minute professional discussion (+/-10%). For the work based project the apprentice must submit the following evidence in the form of a formal business report of 5,000 (+/-10%) words within five months of the gateway date.
The professional discussion will be based on the grading of the work-based project. There will be 10 to 12 questions (from the CIPD question bank) to test competence according to the content of the project and any knowledge, skills or behaviours that may not be evident.
- EPA 2 - A 20 minute presentation and 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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non-discriminatory practices and supporting individual
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