

APPRENTICESHIP FOR LEARNING AND DEVELOPMENT PRACTITIONER

Learning and Development Practitioner Apprenticeship (Level 3)

Role Profile – L&D Practitioners are typically involved with identifying learning / training needs, designing / sourcing training and learning solutions, delivering and evaluating training, and working with stakeholder / business area managers. The role focus is often on the practical delivery of training. The L&D 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). They link the learning within their area of responsibility to business objectives and performance, understanding the learning cycle and working by it. The role can be more specialist, with a focus on and requiring in-depth expertise in a specific area of L&D such as learning design, e-learning or digital / blended learning. Whichever of these is an area of focus; the L&D Practitioner is future focused, understands the business context / culture and has a good grounding across the whole training and learning cycles.

The L&D Practitioner role typically exists in a wide range of organisations including private, public and third sector. The L&D Practitioner role supports the learning and development (L&D) function to contribute to, and influence, improved performance in the workplace at an individual, team and organisation level. Typically, the role would work alongside colleagues who specialise in Human Resources (i.e. employee relations, reward, recruitment) often supported by an L&D Administrator (more junior role) and report to an L&D Business Partner / Consultant / Manager. L&D Practitioners often work with Subject Matter Experts in different parts of the business.

Key responsibilities include:

The primary role of a Learning and Development Practitioner should be to enable them to demonstrate competencies in:

- **Identification of training/ learning needs**
- **Training / Learning Design**
- **Training/ Learning delivery**
- **Evaluation**
- **Communication and Interpersonal**
- **Teamwork and collaboration**

What apprentices will learn

- Foundation level theories and models that underpin effective adult learning and group behaviour. For example, training/learning cycle, group dynamics, continuing professional development, evaluation.
- How to measure the impact of a learning intervention on delegates, eg L1/L2 Kirkpatrick, improvement in skills.
- The commercial context and drivers and process behind learning needs and solutions.
- Their roles and responsibilities within the L&D structure.
- The role of data to analyse learning needs and ensure effective delivery.
- How technology supports learning, including understanding of digital platforms / delivery channels as relevant.

What's involved?

- Bespoke standards
- Functional skills (English and Maths)
- End Point Assessment (EPA)

How long does the apprenticeship take?

It is anticipated that the Apprenticeship will typically last 12-18 months, depending on prior qualifications and relevant work experience and at the discretion of the employer.



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What has changed from the framework?

- The new standards are now more bespoke to the employer / learner
- Created by industry experts, such as: EEF, Remploy, Sainsbury's, Sanctuary Group, Bakkavor, BT, Canon, YBS Group, Volvo, Specsavers, Severn Trent PLC, Civil Service Learning & Marston's PLC

How does the EPA work?

Project with Professional Discussion	Presentation/ Q&A based on Learning Journal	Overall Grade
Fail in one method or more		Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Merit
Distinction	Distinction	Distinction

Career progression

The successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements).

USEFUL DOCUMENTS

Levy website: www.app-levy.co.uk

Course profiles and job role suitability:

Found on www.carefirsttraining.co.uk/training/

Employer responsibilities and course delivery info sheet:

Available upon request on info@carefirsttraining.co.uk