

# WE ARE HERE TO HELP APPRENTICES BEE WHAT THEY WANT TO BEE

## Learning and Development Practitioner Apprenticeship

 This factsheet should be read in conjunction with the approved Apprenticeship Standard and Assessment Plan which can be found on the [Institute for Apprenticeship and Technical Education website](#).

### 1 The Apprenticeship

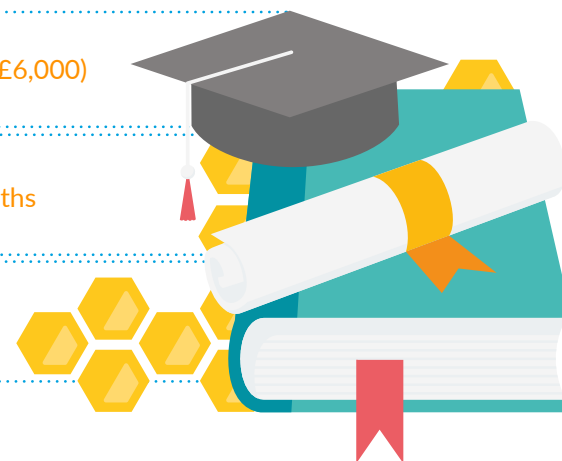
Learning and Development (L&D) Practitioners typically specialise in the creation of new and useful learning and training programmes, primarily for employees of organisations. L&D Practitioners typically work with organisations to design training programmes, deliver training and sustain the benefits of this training by working with managers and stakeholders.

The L&D Practitioner will typically have experience in a particular field, whether it be technical, vocational or behavioural, such as food preparation, software design, healthcare provision or any number of other areas. They will use their area expertise and learning and development skills to improve business performance and achieve an organisation's goals by understanding how people learn and apply that learning in the workplace. The L&D Practitioner can work in a wide range of organisations in the public, private or third sectors and will be dedicated to improving future performance in the workplace at an individual, team and organisational level.

Funding Band: 9 (£6,000)

Duration: 18 months

Level: 3



3

### On-the-job and Off-the-job training

This is where all the apprentice's training and development takes place. They will be busy making sure they have packed all the essential items to complete their journey. This may include a qualification if it is identified as a requirement in the standard.

Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan. Mathematics and English are required (level varies according to the standard).

2

### Initial Assessment Plan

Employers will set their own entry requirements in order to start on this apprenticeship. This will include:

Level 2 in Mathematics and English.



## 4 Gateway

In order to enter into this phase, the apprentice will need to have passed all the relevant knowledge, skill and behaviour criteria as set out in the apprenticeship standard. It will be the employer's decision to place an apprentice through End-Point Assessment.



In order to pass, the apprentice must have achieved:

- Level 2 in Mathematics and English
- Any qualifications the employer has chosen
- Completion of the Learning Journal

If all the above has been completed, employers can feel confident that they are putting forward apprentices who are in the best shape to pass their End-Point Assessment.

## 5 End-Point Assessment

The synoptic End-Point Assessment will consist of two components.



| Work Based Project and Professional Discussion   | Presentation and Q&A (based on learning journal)  |
|--|---|
| <p>The apprentice must first complete the Work Based Project before the Professional Discussion commences.</p> <p>The Work Based Project is a 2,250 word executive summary-style report where the apprentice demonstrates their L&amp;D practitioner skills in dealing with a real business problem or objective. It should describe how the work was delivered and focus on the actions and decisions the apprentice took, analysing the reasons why and describing the outcomes achieved. The Project should also include evidence of how the Project was delivered and its outcomes, such as relevant emails, evidence of return on investment and client feedback.</p> <p>The 60-minute Professional Discussion will be based on the Work Based Project. The Independent Assessor (IA) will ask the apprentice 8-10 open questions in order to test the Project content, the apprentice's competence and their understanding of what they've delivered.</p> <p><b>Pass/Distinction</b></p> | <p>On beginning their apprenticeship, apprentices are required to start developing a Learning Journal which they must continue for the duration of their programme until the Gateway stage. The aim of their Journal is to reflect on activities where key learning has taken place, which should be aligned to the required Knowledge, Skills and Behaviours outlined in the standard.</p> <p>The Presentation will be 20 minutes long. The apprentice will present key points from their Learning Journal followed by a 25-minute question and answer (Q&amp;A) session. The focus of the Presentation will be to demonstrate how they've attained the suitable Knowledge, Skills and Behaviours outlined in the apprenticeship standard, giving examples from their Learning Journal as evidence.</p> <p>The Presentation will be followed by a 25-minute Q&amp;A session with the IA. The IA will ask the apprentice 3-5 open questions to further test components of the Learning Journal which needed more investigation, the content of the presentation, the apprentice's depth of understanding and their performance against the distinction criteria.</p> <p><b>Pass/Distinction</b></p> |

## Grading

The apprenticeship for L&D Practitioner has four possible overall grades: fail, pass, merit and distinction.

Apprentice cannot achieve the apprenticeship without gaining at least a pass in every assessment element. Once the apprentice has achieved at least a pass in each assessment element the final grade can be calculated as follows:



| Work Based Project and Professional Discussion | Presentation and Q&A (based on learning journal) | GRADE       |
|--|--|-------------|
| Pass   | Pass   | Pass        |
|  | Distinction                                      | Pass        |
| Distinction                                    | Pass   | Merit       |
|  | Distinction                                      | Distinction |

## 6 Completion and Certification

Once the assessor verifies the apprentice has successfully completed all End-Point Assessments, TQUK will initiate the certification process. Working with the Education & Skills Funding Agency, we will ensure the apprentice receives their certificate in recognition of completing their apprenticeship.

Progression: Associate membership of the Chartered Institute of Personnel and Development

## 7 Occupational competence

Once the apprentice has achieved this Learning and Development Consultant/Business Partner apprenticeship there are many additional avenues which can enhance their training and skill set.

Apprentices will be eligible for progression to associate membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development.

They may also progress on to more senior degree-level project management apprenticeships or roles.

