

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

## Learning and Development Consultant/Business Partner

For more information on this apprenticeship standard, visit the [Institute for Apprenticeships](#).

### 1 The Apprenticeship

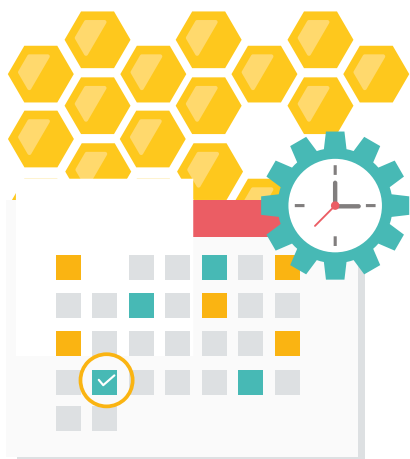
Learning and Development (L&D) Consultant / Business Partners are responsible for identifying areas of improvement in individuals, groups and organisations, and finding appropriate learning and development solutions to improve their organisation. L&D Consultants also ensure that the learning and development techniques they recommend align with the strategic ambitions and objectives of the business, finding creative ways to overcome obstacles. As part of their role, they can influence key stakeholders and make decisions on what the business can and should do in an L&D context.

L&D Consultants must also measure the outcomes and the return on investment of any learning interventions they've implemented. L&D Consultants will usually have expertise in a specific field, whether it be technical, vocational or behavioural.

Funding Band: 10\*

Duration: 18 - 24 months

Level: 5



### 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.



### 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).

## 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.

On commencement of the apprenticeship, apprentices are required to start developing a **Learning Journal**. The apprentice will record learning events (ie designing learning, observing colleagues, providing coaching sessions) in their Journal up until the Gateway stage. Entries can include any number of media, including blogs, diaries and social media posts.



Work Based Project and Professional Discussion	Presentation and Q&A (based on learning journal)
<p>The apprentice will undertake a Work Based Project which will take the form of a formal business report of 5000 words (+/- 10%). It will require the implementation of a learning and development solution to a real business problem. It should be based on the apprentice's work experiences and will show how they demonstrate aspects of the core Knowledge, Skills and Behaviours outlined in the apprenticeship standard. The Project will be submitted 1 month prior to the end of the 5 month End-Point Assessment period.</p> <p>The Professional Discussion will take 75 minutes and will address the Work Based Project. The assessor will ask the apprentice 10-12 open questions that will complement the work done in the Project, testing the content of the Project and the apprentice's competence.</p> <p><b>Pass/Distinction</b></p>	<p>The 15-minute presentation will provide the opportunity to demonstrate attained Knowledge, Skills and Behaviours and use examples from the Journal to demonstrate evidence and lessons learned. The Presentation should cover three examples from the Journal that best demonstrate how they have developed their learning and development practices and/or how they developed their understanding of best practice in a particular area.</p> <p>The Presentation will be followed by a 30-minute Q&amp;A session conducted by the assessor, which will include 5-7 open questions to further test components of the Learning Journal.</p> <p><b>Pass/Distinction</b></p>

## Grading

The apprenticeship for L&D Consultant/Business Partner 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:



## 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, Learning and Development Consultant

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

## 7 Occupational competence

Once the apprentice has achieved this Learning and Development Practitioner 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.

