

LEARNING AND DEVELOPMENT PRACTITIONER

Funding Band: 9 (£6,000) **Duration:** 18 months **Level:** 3 **LARS:** 326 **Standard N°:** ST0562

1. THE APPRENTICESHIP

A Learning and Development (L&D) Practitioner specialises in the creation of new and useful learning and training programmes, primarily for employees of organisations. An L&D Practitioner works 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 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.



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

2. ON-PROGRAMME

The Apprentice must have completed all on-programme elements in order to begin End-Point Assessment:



20%
Off-the-Job Training



Functional Skills*
Level 2 English and Maths



Learning Journal

3. GATEWAY

In order to enter the Gateway phase, the Apprentice will need to have achieved all the relevant Knowledge, Skills and Behaviours set out in the Apprenticeship Standard. After a meeting between the Apprentice, Employer and Training Provider, it will be the Employer's decision to place an Apprentice through End-Point Assessment.

Resources

Training Qualifications UK has developed a range of resources for this Apprenticeship Standard to help the On-Programme Assessor and Apprentice to understand and complete Gateway and each End-Point Assessment component.



As an End-Point Assessment Organisation (EPAO), Training Qualifications UK is required to see evidence of an Apprentice completing the relevant Functional Skills qualification assessments where necessary in order to verify Gateway requirements have been met. To find out what evidence Training Qualifications UK will accept for this Apprenticeship Standard, see our **Level 3 or Higher Apprenticeship Functional Skills guidance** on Verve EPA under the Support Materials.

Functional Skills*

All Level 3 or higher Apprenticeship Standards require the Apprentice to have successfully completed Level 2 Functional Skills in both English and maths qualifications (or equivalent) in order to progress through Gateway to undertake End-Point Assessment.

4. END-POINT ASSESSMENT

The synoptic End-Point Assessment will consist of **two** components. In order to pass the apprenticeship, the Apprentice is required to pass each component:



Work-Based Project with Professional Discussion

The Apprentice will submit a Project Scope at their Assessment Planning Meeting. Following approval by the End-Point Assessor, the Apprentice will then have four months in which to complete their project.

The Apprentice will submit a 2,250 word (+/- 10%) executive summary report on their project to their End-Point Assessor.

Within two weeks after the project submission, a 60-minute (+/-10%) Professional Discussion will take place. The Apprentice will be asked eight to ten questions to prompt the discussion.

★ Distinction, Pass or Fail



Learning Journal Presentation with Q&A

Throughout their apprenticeship programme, the Apprentice will keep a learning journal. This will be submitted at Gateway. The journal is not directly assessed, but will be reviewed by the End-Point Assessor prior to the presentation.

The Apprentice will deliver a 20-minute (+/-10%) presentation providing three examples that best demonstrate the Knowledge, Skills and Behaviours assigned to this component.

The presentation will be followed by a 25-minute (+/-10%) question and answer session in which the Apprentice will be asked three to five questions.

★ Distinction, Pass or Fail

6. APPRENTICESHIP CERTIFICATION

Once the End-Point Assessor verifies the Apprentice has successfully completed all the End-Point Assessment components, Training Qualifications UK 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.

7. OCCUPATIONAL COMPETENCE

The successful Apprentice may be eligible to apply for Associate Membership of the Chartered Institute of Personnel and Development (CIPD).

WE PROVIDE QUALIFICATIONS THAT MEET THE NEEDS OF LEARNERS AND EMPLOYERS

Why choose Training Qualifications UK?

We're an End-Point Assessment Organisation for the 21st Century. While some are happy with traditional methods, we look for new ways of working to push the industry, our customers and their Apprentices forwards. We do this with a personalised approach to account management built around your needs, quick and responsive service that aims to respond to enquiries within 24 hours, and innovation that delivers efficiency through technology.

With us, you'll get:

1. Expert, tailored End-Point Assessment support
2. Assessor and Apprentice learning resources
3. Access to our straightforward Apprentice management system, Verve EPA
4. A clear and fair pricing structure
5. Marketing and social media support to share your success

More Information

For more information on this Apprenticeship Standard, visit [The Institute for Apprenticeships](#). Already working with Training Qualifications UK? Contact your dedicated Client Relationship Officer to find out more about this Standard and others. If you're new to Training Qualifications UK, you can get in touch through the below channels.

03333 583 344 @ epasupport@tquk.org epa.tquk.org

5. GRADING

Once the **two** assessment components are completed, the Apprentice will be provided with an overall grade for their apprenticeship using the following grading table:

