

3



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LEARNING AND DEVELOPMENT PRACTITIONER

The Learning and Development Practitioner Level 3 Apprenticeship prepares individuals for a career in learning and development. This apprenticeship covers a range of topics, including learning needs analysis, learning theories, internal systems that can support learning, data analysis and roles in L&D.

Upon completion of the apprenticeship, apprentices will have a solid understanding of learning and development and will be able to design and deliver effective training programmes in a variety of settings, including businesses, government, and non-profit organisations. They will also be equipped with the skills and knowledge to evaluate training interventions, coach and mentor employees, and manage their own professional development. As a Learning and Development Practitioner, they will have a vital role in ensuring that employees have the skills and knowledge they need to perform effectively in their roles and contribute to the success of the organisation.



Level 3



£0 to £300

Maximum cost for non-levy employers and micro-businesses



18+ months

Approximate on-programme training (does not include EPA period)



£6,000

Maximum cost/funding for levy employers



Knowledge

- Technical expertise
- Business and commercial understanding
- L&D function
- Management information and technology



Skills

- Training/Learning needs
- Training/Learning design
- Training/Learning delivery
- Evaluation
- Communication
- Teamwork and Collaboration
- Data analysis
- Roles in L&D
- Internal systems that can support learning
- Project Management
- Policies & procedures for effective learning
- Kirk Patrick's training evaluation
- Diversity & inclusivity
- Learning theories
- Organisational sector & external markets
- Commercial context & drivers



Behaviours

- Constant and curious learner
- Collaborative partner
- Passionate and agile deliverer

ENROLMENT TIMELINE

- 01** Complete the online skills scan
- 02** Accept the Team's invitation to an induction session
- 03** Register in Bud (photo evidence of ID required)
- 04** Complete initial assessments (Functional Skills)
- 05** Attend enrolment session
- 06** Sign enrolment forms

CONGRATULATIONS YOU ARE NOW ON THE PROGRAMME



LEARNING AND DEVELOPMENT PRACTITIONER ROADMAP

Modules are delivered holistically through-out the programme.

23+ months

18+ months

5+ months

Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	Module 7	Module 8	Module 9	Module 10	Module 11	Module 12	End-Point Assessment	
Apprenticeship Induction	Teaching & Learning	Data analysis	Roles in L&D	Internal systems that can support learning Project Management	Policies & procedures for effective learning	Learning Theories	Kirk Patrick's training evaluation	Diversity & inclusivity	Organisational sector & external markets	Commercial context & drivers	End-Point Assessment Preparation	CIPD	
INDUCTION	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass		Workbased project
KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	Presentation based on learning journal	
Preparing for your apprenticeship training	Different delivery channels Coaching models (GROW, CIGAR) Motivation theories (Maslow, Herzberg, Elderfer)	The role of data to analyse learning needs Root Cause Analysis (RCA) Problem solving techniques Ishikawa/ Fishbone	Roles and responsibilities within the L&D structure Your role within the L&D structure Stakeholder analysis	How internal information systems can support learning Principles of Project Management	The policies and processes required for effective organisation learning	Foundation level theories that underpin effective adult learning and group behaviour	How to measure the impact of a learning intervention on delegates, e.g. L1/ L2 Kirk Patrick, improvement in skills	How diversity and inclusion influence the planning and delivery of L&D interventions	What their organisation does, its structure, values and its external market and sector	The commercial context and drivers and process behind learning needs and solutions	Sent learning journal to EPAO for assessment Work on agreed work-based project (2500 words) Preparation for professional discussion on work-based project Presentation of learning journal	EPA GATEWAY	REMOTE ASSESSMENT
1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review		LIVE ASSESSMENT Presentation based on learning journal

Formal review every 8-12 weeks

0 - 6 months Functional Skills based on Prior Qualifications and Assessment results

