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# LEARNING AND DEVELOPMENT CONSULTANT BUSINESS PARTNER

The Learning and Development Consultant Level 5 Apprenticeship is a comprehensive training programme that builds on the level 3 apprenticeship and prepares individuals for a career in learning and development consultancy and management. This apprenticeship covers a range of topics, including learning needs analysis, training design and delivery, technology in learning, evaluation and assessment, stakeholder mapping, and project management.

Upon completion of the apprenticeship, apprentices will have a deep understanding of learning and development consultancy and will be able to design and deliver effective learning and development solutions that align with the strategic objectives of their clients. They will also be equipped with the skills and knowledge to evaluate the impact of their interventions, develop and maintain relationships with clients, and manage their own professional development.



[click here to apply](#)

[view Apprenticeship Standard](#)



**Level 5**



**£0 to £350**

*Maximum cost for non-levy employers and micro-businesses*



**18+ months**

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



**£7,000**

*Maximum cost/funding for levy employers*



## Knowledge

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



## Skills

- L&D consultancy
- Developing a learning culture
- Budget and resource management
- Relationship Management
- Facilitation Skills principles of project management
- Teaching and delivery channels
- Legislation, Policies and processes
- Technology supporting learning
- L&D Structure, L&D roles and responsibilities
- Systems and supporting learning
- Learning theories
- Performance analysis tools
- Trends and emergent thinking
- Current practices, Impact & return on investment
- Stakeholder mapping



## Behaviours

- Professionalism
- Constant and Curious Learner
- Collaborative Partner
- Commercial Thinker
- Constructive Challenger
- 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 CONSULTANT BUSINESS PARTNER 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	Principles of project management	Teaching and delivery channels	Legislation and policies Policies and processes	Technology supporting learning	L&D Structure L&D roles and responsibilities	Trends and emergent thinking	Systems and supporting learning Learning theories	Consultancy tools Analysis tools Performance analysis tools	Current practices Impact & return on investment	Stakeholder mapping	End-Point Assessment Preparation	CIPD
<b>INDUCTION</b>	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	
KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	EPA GATEWAY
Preparing for your apprenticeship training	Principles of project management	The merits of different learning delivery channels to select an appropriate face-to-face, blended or digital solution	Legislation and policies that influence learning, design and delivery The policies and processes required for effective organisation learning	How technology can support learning, including the understanding of digital platforms/ delivery channels as relevant to the role Emerging technologies that can support effective learning	The L&D structure required to meet business needs, and whether this should be in-house, outsourced L&D roles, responsibilities and skills required to design and deliver face-to-face, blended or digital solution	The latest learning practice, trends and emergent thinking. Current research and appropriate application of best practice/ best fit solutions	How to shape internal information systems and how they play a role to support learning Paradigms, theories and models that underpin effective adult learning, group behaviour and learning culture	Consultancy techniques SWOT, 5 Why's, ROI,ROE Organisation analysis How business, learning and HR key performance indicators and metrics build a clear picture of how the business is performing Data analysis	Positively incorporating diversity and inclusion into L&D interventions and processes. Researching and applying current best practice in this area Measuring the impact, return on investment/ expectation of learning on the business	The process of stakeholder mapping to define interactions with staff that are part of the learning needs analysis, design, delivery, and evaluation	Sent learning journal to EPAO for assessment Work on agreed work-based project (5000 words) Preparation for professional discussion on work-based project Create presentation of learning journal	
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

