

Level 3

Learning and Development Practitioner



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PROGRAMME OVERVIEW

Assisting individuals or organisations with identifying learning and training needs is the overall focus of a Learning and Development Practitioner. Responsible for developing and/or sourcing training solutions, this member of staff will typically have expertise and competence in their specific field whether it be technical, vocational or behavioural.

A Learning and Development Practitioner is required to act with autonomy, working independently, often on their own and in collaboration with other professionals to link the learning within their area of responsibility to business objectives and performance and understanding the learning cycle and working by it.

During the programme, participants will cover a variety of topics, allowing them to prioritise and manage workloads, making effective use of management information systems and wider technology.

Duration: Typically this will take 18-24 months

Entry requirements: Whilst any entry requirements will be a matter for individual employers, typically an apprentice might be expected to have already achieved level two English and Maths on entry. Apprentices without level 2 English and Maths will need to achieve this level prior to taking the End-Point Assessment.

Participants must have been a UK/EEA/EU resident for the last three years.

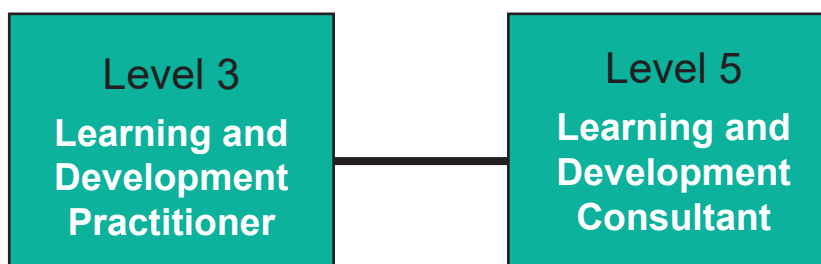
Link to professional registration and progression:

The successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements).



PROGRAMME PATHWAY

Our programmes are designed to develop apprentices' skills, preparing them for that all important next step in their career. This qualification sets them up perfectly to work as associate project manager, departmental manager, operations manager or continue their learning further.





JOB ROLES

Typical job titles for the role might include:

L&D Specialist

L&D Manager

L&D Advisor

LEARNING APPROACH

This apprenticeship will maximise the amount of time spent training, with a blended learning approach.

This will be a combination of the following:



Face to face



Masterclasses



Online content

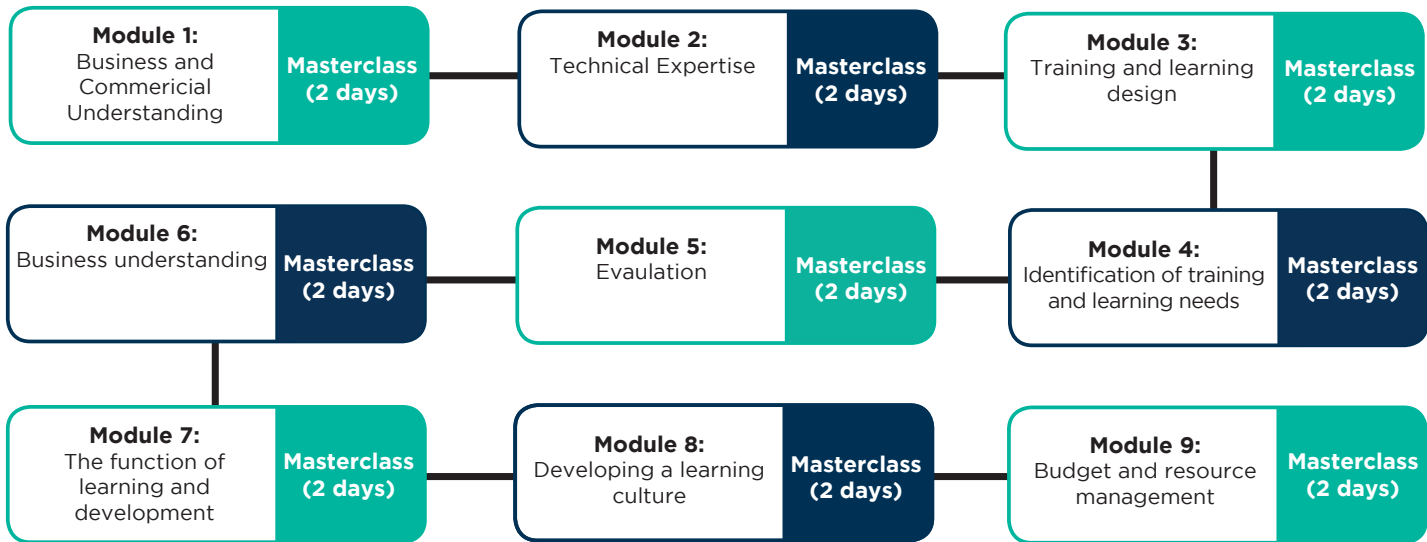


Coaching in the workplace



MASTERCLASSES

Once a month, apprentices will take a day out of the office to connect with peers studying on the Learning and Development Practitioner programme and work with our expert Training Consultants to learn more about the theoretical approaches.





LEARNING AREAS

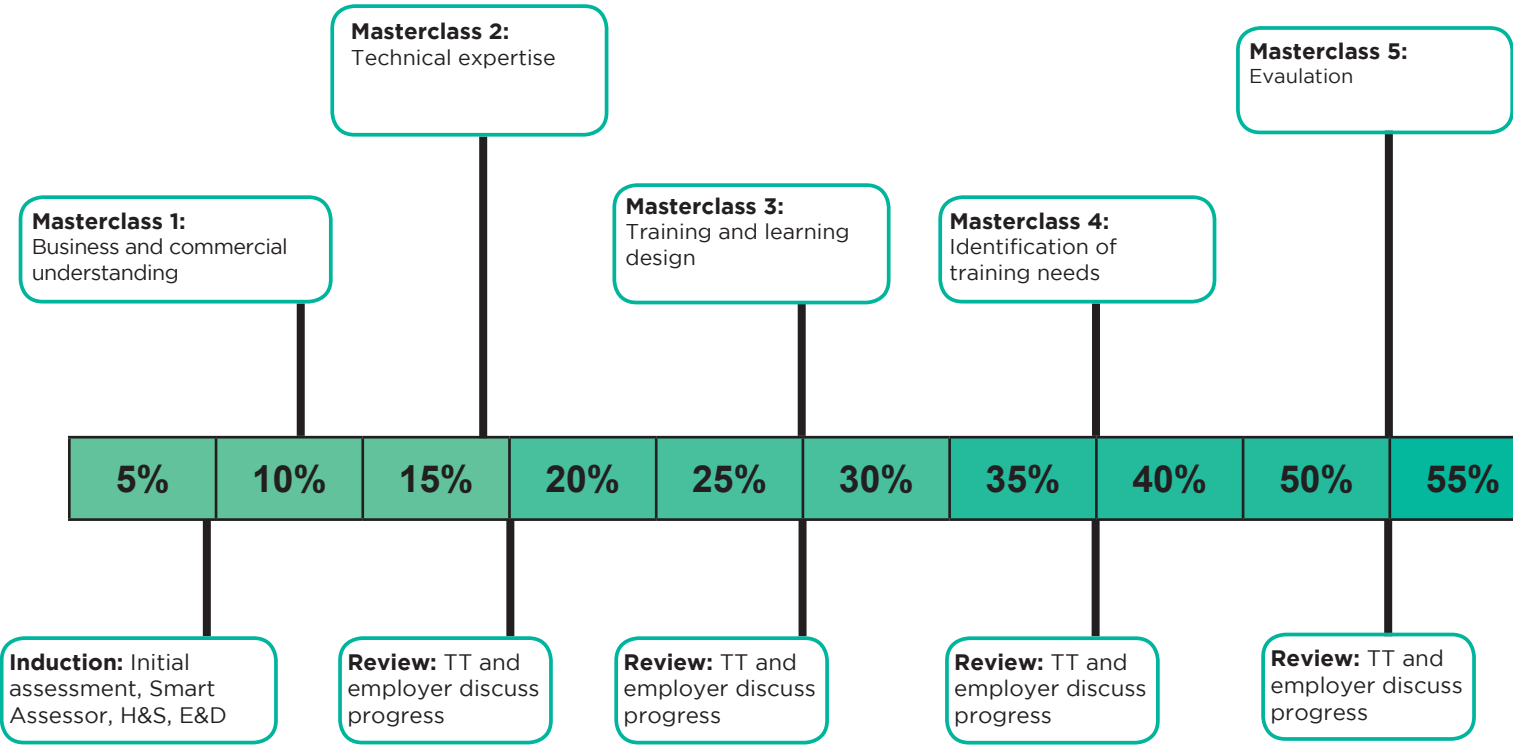
Learning area	Knowledge	Skills	Behaviour
Technical expertise		X	X
Business and commercial understanding		X	X
Learning and development function		X	X
Management information and technology		X	X
Identification of training/learning needs	X	X	X
Training/learning programme design	X		X
Training/learning programme delivery	X		X
Reflection and self-evaluation	X		X
Communication and interpersonal skills	X		X
Teamwork and collaboration	X		X
Constant and curious learning	X		X
Collabrative partner	X	X	
Passionate and agile	X	X	
Professionalism	X	X	

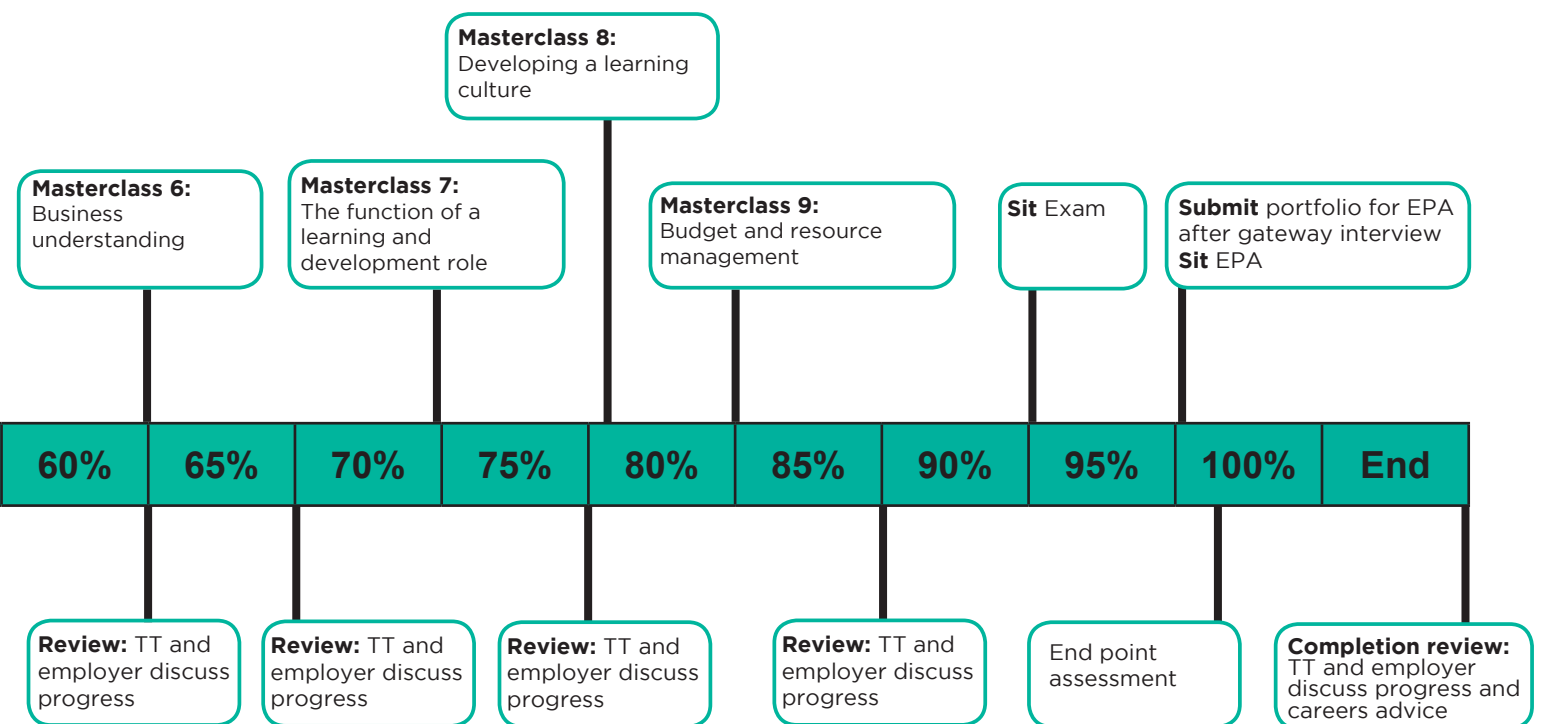
Level 2 functional skills, English and maths will need to be passed as part of the programme (if not already) and certificates presented, prior to taking the end-point assessment. This will be discussed at enrolment. We will continue to develop participant's English and maths skills at all levels.



ASSESSMENT PLAN

Our assessment plan is clear so that employers and participants can rest assured they are fully prepared for all aspects of this programme.







20% OFF THE JOB TRAINING

Our programme design facilitates off-the-job learning so we can support you to confidently evidence the 20% off-the-job training which needs to be completed within working hours.

We are the apprenticeship experts and can help advise you on how best to do this. Our programme facilitates off-the-job learning, as it has been developed with online learning and on-the-job learning, as well as classroom training. This 20% needs to be done within contracted working hours.

Activity	Examples of valid off-the-job training
Classroom sessions/Lectures	Block or day release
Masterclasses	Held at Together Training Business Lounge
Simulation exercises	Business models and gaming
Online learning	Online training modules and support materials
Shadowing	In work or new departments/locations
Coaching	Support from Line Managers/colleagues
Industry visits	Within sector or outside of the work roles
Writing assessments/assignments workbooks	Short exercises or long project reports
Numeracy and literacy training required to perform the job	English and maths related to the job role
Preparing for professional discussion	In support of portfolio work or job related
Gathering evidence for portfolio of evidence	Recording learning and training

Delivering End Point Assessments

Together Training has partnered with a registered end point assessment organisation.



For more information on our Level 6 Career Practitioner programme, please get in touch with John:

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