

# L&D PRACTITIONER Level 3

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**Typical Job roles:** L&D Administrator, L&D Assistant, Trainer, OD Assistant



**Duration:** This apprenticeship will typically take 15 months + EPA

L&D Practitioners are typically involved with identifying learning/training needs, designing/sourcing training and learning solutions, delivering, and evaluating training, and working with stakeholder/business and managers. The role focus is often on the practical delivery of training.

## Content

As part of this apprenticeship with BePro we will deliver a comprehensive curriculum including:

- Learning needs analysis
- Designing and delivering training
- Diversity and inclusion in learning interventions
- Theories and models that underpin effective adult learning
- Measuring the impact of learning interventions
- Evaluate the impact of learning interventions

## Closed Cohorts

For closed cohorts there are a number of qualifications we can provide in conjunction with this apprenticeship, including an Award in Education and Training or Foundation Certificate in People Practice from the CIPD.

## English & Maths

Apprentices without level 2 English and Math's will need to achieve this level prior to taking the End-Point Assessment and full support will be provided.

## On-Programme Coaching and Assessment

Apprentices will attend live online workshops to gain the knowledge and skills required; in addition they will complete a variety of online and work-based activities to enable them to demonstrate competence. Development coaches will meet with apprentices to conduct observations and hold discussions to help them to gather evidence against the apprenticeship standards

Apprentices will keep a robust **learning journal** throughout their apprenticeship to demonstrate their development, reflecting on activities undertaken and showing progress from their starting point.



## End Point Assessment

For the L&D practitioner apprenticeship, the EPA consists of a presentation based on the learning journal, a 3000-word consultative project and a professional discussion. BePro will provide full support with all elements of the assessment including preparation and practice.

## Month 1



Induction and enrolment. Planning off the job training, programme Q+A, review schedule, intro to systems and learning journey. Functional skills assessments.

## Month 3



Attend workshop(s). Apprentice starts to embed theory from workshops into role which is reflected in evidence in learning journal. EPA discussion. Activities to be completed on eportfolio set by coach.

## Month 5



Attend workshop(s). Activities to be completed on eportfolio set by coach. Coach review of learning journal completed so far and identification of gaps in learning.

## Month 7



Attend workshop(s). Review how theory is embedded into role/evidence. Review of strength of learning journal. Activities to be completed on eportfolio set by coach.

## Month 9



Attend workshop(s). Activities to be completed on eportfolio set by coach. Review of strength of learning journal.

## Month 13 - 14

Attend EPA workshop(s). Review of strength of eportfolio and complete any missing gaps.

## Month 2



Attend workshop(s). Apprentice is starting to produce evidence independently for learning journal. Activities to be completed on eportfolio set by coach.

## Month 4



Attend workshop(s). Review how theory is embedded into role/evidence. Activities to be completed on eportfolio set by coach.

## Month 6



Attend workshop(s). Functional skills exams (if applicable) Activities to be completed on eportfolio set by coach.

## Month 8



Attend workshop(s). Activities to be completed on eportfolio set by coach. Review of strength of learning journal.

## Month 10- 12



Attend workshop(s). EPA discussion and Q&A. Review of robustness of learning journal. Activities to be completed on eportfolio set by coach.

## Month 15



Off the job log completed to 20% of working hours. Final review of eportfolio/learning journal and suggestions for improvement. Gateway meeting with line manager. Proceed through gateway and complete EPA Project.

