



Level 3

Learning & Development Practitioner



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FAQs

Q: Who is the qualification for?

A: Those who are typically involved with identifying learning / training needs, designing / sourcing training and learning solutions, delivering and evaluating training. The role focus is often on the practical delivery of training. The L&D Practitioner will typically have expertise in their specific field whether it be technical, vocational or behavioural.

Q: Is it part of an apprenticeship standard or initiative?

A: ST0562 – Learning and Development Practitioner

Q: What does the qualification cover?

A: This qualification allows candidates to learn, develop and practice the skills required for employment and a career in Learning & Development. The content covers all essential areas of learning & development and is mapped out to the institute of apprenticeships standards.

Q: What is a Level 3 Learning & Development Practitioner Apprenticeship?

A: It's a work-based program combining on-the-job training with classroom learning, equipping you with skills to support employee learning and development (L&D) within an organisation.

Q: What opportunities for progression are there?

A: This qualification allows candidates to go on to higher level 4 management & training courses and expand their management career. 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).

FAQs

Q: What will I be responsible for?

A: Assisting with identifying learning needs, designing, and delivering training programs, evaluating their effectiveness, and supporting overall L&D strategy.

Q: What skills will I learn?

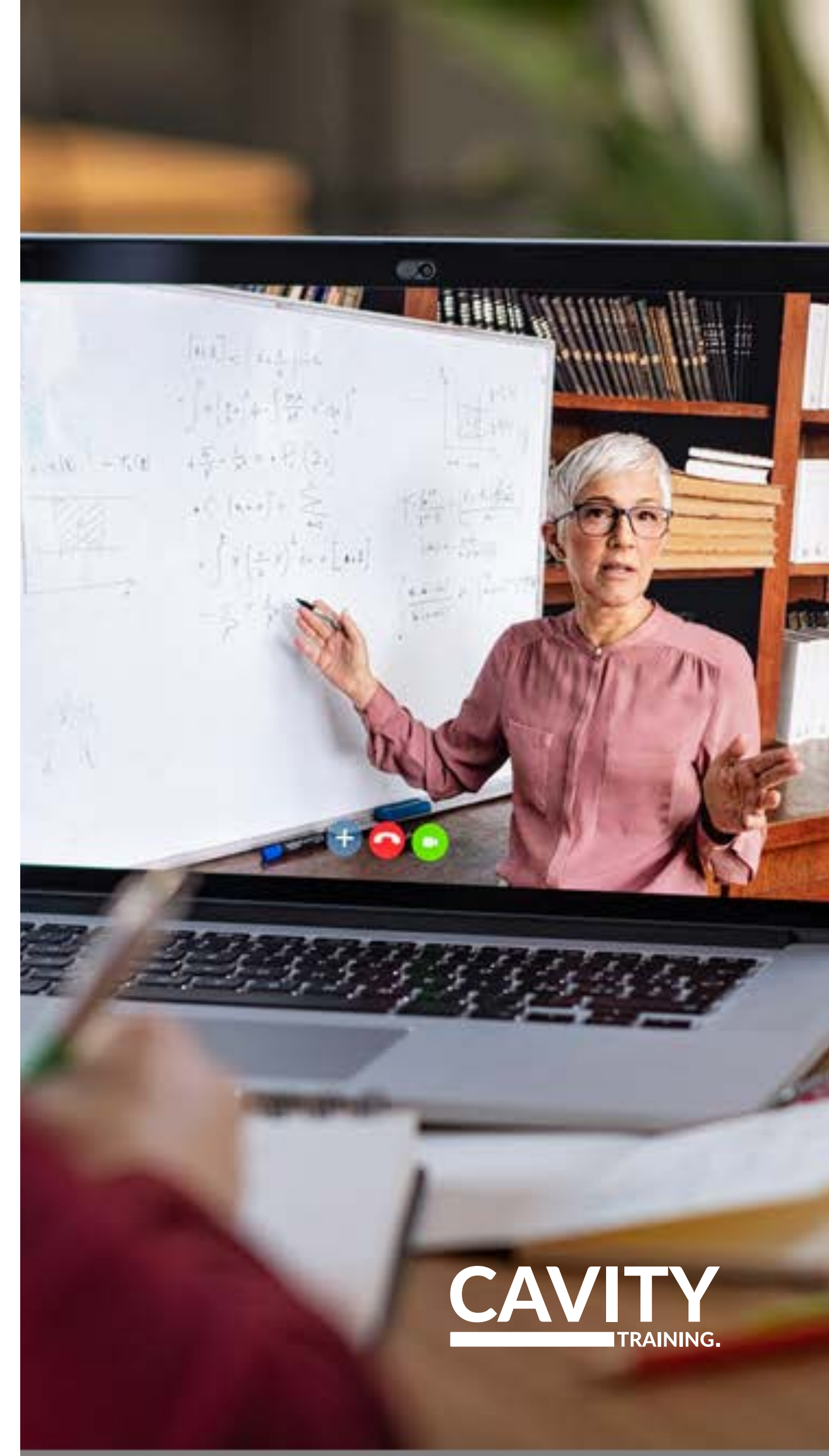
A: Training needs analysis, learning design & delivery, evaluation, communication, facilitation, instructional technology, organisational awareness, and professional development.

Q: What level qualification is it equivalent to?

A: This qualification is equivalent to an A Level or NVQ Level 3

Q: What industry sectors is it suitable for?

A: All sectors! Public, private, and third-sector organisations all rely on L&D.



Structure

Entry Requirements

Whilst any entry requirements will be a matter for individual employers, typically an apprentice will have an area of technical, vocational or behavioural expertise in which the organisation needs others to acquire through training. And a minimum of English & Maths GCSE.

Structure

Our candidates are trained to the highest standards and are fully supported to develop all of the knowledge, skills and behaviours required to be an outstanding Learning & Development practitioner.

The course duration is typically 18-24 months.

Knowledge

Our course is delivered via live training webinars with specialist tutors.

Skills and Behaviours

You will be appointed a designated Learning & Skills Teacher, who will coach you through your qualification and complete regular assessments with you to support you to complete your qualification. You will have weekly contact from your tutor.



Course Contents

- What is a Learning & Development Practitioners Role & Function?
- Technical Expertise
- Business & Commercial Understanding
- Management Information & Technology
- Identification of training or learning needs
- Training / Learning Design
- Training/ Learning delivery
- Evaluation
- Communication and Interpersonal Skills
- Teamwork and collaboration

Completion of these units will produce a portfolio of evidence of your competency.





What is a Learning & Development Practitioners Role & Function?

You will be introduced to the role and responsibilities and essential attributes and behaviours required in the various L&D roles that may be required for effective learning and development in an organisation.

Additionally, it will teach you the policies and processes required for effective organisation learning.

You will learn how to identify and analyse learning needs, establish team and individual capability and learning gaps, in line with organisational performance outcomes and to enable effective evaluation. This may include the needs of the staff impacted by the move to a net carbon zero economy by 2050 and the requirements for a just transition.

Technical Expertise

Learners will gain the foundation level theories and models that underpin effective adult learning and group behaviour.

For example, training/learning cycle, group dynamics, continuing professional development, evaluation.

- How different learning delivery channels – face-to-face, blended or digital – contribute to effective learning.
- How to measure the impact of a learning intervention on delegates, eg L1/L2 Kirkpatrick, improvement in skills.
- The latest learning practice.
- How diversity and inclusion influences the planning and delivery of L&D interventions.
- Use effective analytical skills to seek out and analyse information.





LEARNING

TRAINING

TUTORIAL

CREATIVITY

COMMUNICATION

KNOWLEDGE

MOTIVATION

POTENTIAL

EDUCATION

Business & Commercial Understanding

The learner will understand what their organisation does, its structure, values and its external market and sector consideration of the needs of others alongside the needs of the business.

They act with integrity and demonstrate organisational values in the way they interact with others.

They deliver the outcomes of their work through co-design, with a willingness to question and challenge as appropriate.

Management Information & Technology

The role of data to analyse learning needs and ensure effective delivery.

- How internal information systems can support learning.
- How technology supports learning, including understanding of digital platforms / delivery channels as relevant.
- Research of delivery options and resources including digital / online / blended solutions (including identifying existing resources).
- Build evaluation mechanisms for learning outcomes including the use of quantitative and qualitative feedback where appropriate.
- Apply techniques to analyse the impact of training from learners' experience.





Identification of training or learning needs

Identify and analyse learning needs: establish team and individual capability and learning gaps, in line with organisational performance outcomes and to enable effective evaluation. This may include the needs of the staff impacted by the move to a net carbon zero economy by 2050 and the requirements for a just transition.

- This may include an organisation's sustainability strategy or exposure to the UK Government's policy for net carbon zero emissions by 2050, for example, ensuring a just transition for those with legacy skills into the new green economy.
- Use sound questioning and active listening skills to understand requirements and establish root causes i.e. establishing that it really is a learning/training need, before developing L&D solutions.
- Consult with stakeholders to draw out relevant information and provide feedback to inform learning and training needs requirements.
- Use effective analytical skills to seek out and analyse information.
- Take ownership through to resolution, escalating complex situations as appropriate.

Training/Learning Design

Learn to design, construct, and structure training / learning resources to meet a variety of needs, which will include:

- Research of delivery options and resources including digital / online / blended solutions (including identifying existing resources)
- Planning programmes / sessions / modules
- Selecting appropriate delivery methods
- Designing creative, engaging, appropriate, and inclusive learning activities (could be e-learning, digital collaboration, group sessions, blended etc.)
- Developing materials and resources to support learning.
- You will become a Constant and Curious Learner yourself.
- Proactively looking, listening and questioning to understand and learn. Have an interest in new ideas and techniques, seeking and taking on board feedback, identifying areas for self-development.
- Develop a willingness to explore and take risks to learn something new.





Training/Learning Delivery

The learner will develop the Knowledge and skills needed to become a passionate & an agile deliverer.

- An energy and enthusiasm for their work, ensuring the focus is always on delivering the best learning outcomes and impacts.
- Responsiveness and flexibility to changing business and learner needs.
- Personal resilience to manage competing priorities.
- Confidence in delivery.
- Confidently engage all learners in structured learner- centered training, primarily of 'content-driven' training resources.
- Plan, organise and prepare for a training/learning event/intervention in a timely fashion.
- Interact with learners of varying abilities, using a broad range of techniques and carefully planned and executed questioning techniques.
- Facilitate and deliver learning in a face-to-face, blended and digital environment as appropriate.
- Monitor a learner's progress and deliver motivational and developmental feedback.
- Manage participation, attitudes and behaviours to reach learning objectives.
- Use effective coaching skills to enable learners to achieve learning objectives.

Evaluation

You will gain the knowledge and skills required to evaluate the impact of learning solutions - measure and assess development initiatives for effectiveness, business relevance, efficiency, and continually seek ways to improve learning solutions.

- Build evaluation mechanisms for learning outcomes including the use of quantitative and qualitative feedback where appropriate.
- Apply techniques to analyse the impact of training from learners' experience.





Communication & Interpersonal Skills

Develop the knowledge and skills to communicate and influence through a range of media e.g., phone, face-to-face, email, online / virtual, adapting their style to their audience.

- Build trust and sound relationships with customers/learners/colleagues.
- Handle conflict and sensitive situations professionally and confidentially.
- To act with integrity and demonstrate organisational values in the way they interact with others.
- They deliver the outcomes of their work through co design, with a willingness to question and challenge as appropriate.

Teamwork & Collaboration

Learn how to consistently support colleagues / collaborate within the team and for Learning & development practitioner to achieve results.

- Build and maintain strong working relationships with others in the L&D team, HR and the wider business as required.
- To become a collaborative Partner with Consideration of the needs of others alongside the needs of the business.





Off The Job



Employer Engagement

