

APPRENTICESHIP FACTSHEET

LEARNING & DEVELOPMENT PRACTITIONER

⌚ Duration: 18 Months | 📖 English & Maths: Level 2 | 📈 Level: 3

THE APPRENTICESHIP

The Learning & Development Practitioner Level 3 Apprenticeship provides individuals with the knowledge, skills, and practical experience needed to become an effective learning and development professional.

Throughout the course, apprentices will work alongside experienced professionals to develop their skills in delivering training sessions, managing learning programmes, and assessing learner progress. They will also develop an understanding of the principles of learning and development and how to apply them in a practical setting.

The apprenticeship is suitable for those looking to start a career in learning and development or for those who are already working within the field and want to formalise their knowledge and skills.

COURSE CONTENT

During this Apprenticeship, learners will develop knowledge, skills, and behaviours to effectively operate as a Learning & Development Practitioner. Including but not limited to:



LEARNING & DEVELOPMENT FUNCTION



IDENTIFICATION OF TRAINING NEEDS



TRAINING / LEARNING DELIVERY



TECHNICAL EXPERTISE



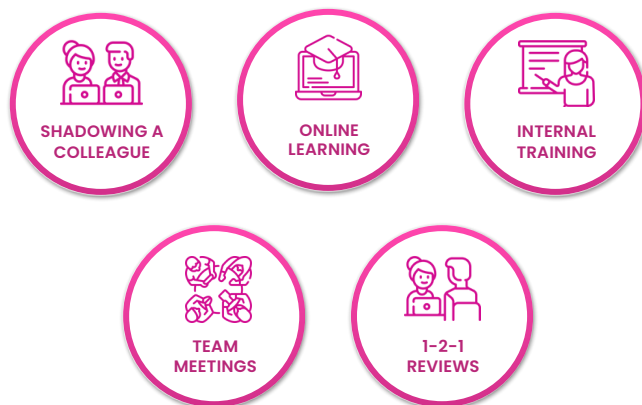
TEAMWORK & COLLABORATION



FOR MORE INFO

OFF-THE-JOB TRAINING

The apprentice must receive off-the-job training (OJT) for a minimum of 20% of the time that they are paid to work throughout the duration of the Apprenticeship. There are many activities that can be calculated towards the OJT hours such as:



WHAT WILL YOU ACHIEVE?

This Apprenticeship will provide you with an understanding of the Learning & Development Practitioner role and assist with career development. By the end, you will be able to:

-  **USE QUESTIONING AND ACTIVE LISTENING SKILLS TO UNDERSTAND REQUIREMENTS AND ROOT CAUSES**
-  **COMMUNICATE AND INFLUENCE LEARNERS THROUGH A RANGE OF MEDIA, E.G. PHONE, FACE-TO-FACE, OR VIRTUAL, ADAPTING YOUR STYLE TO THE AUDIENCE**
-  **DESIGN, CONSTRUCT AND STRUCTURE TRAINING/ LEARNING RESOURCES TO MEET A VARIETY OF NEEDS**
-  **BUILD STRONG RELATIONSHIPS WITH OTHERS IN THE TEAM AND WIDER BUSINESS AS REQUIRED**
-  **ACHIEVE A NATIONALLY RECOGNISED QUALIFICATION AND RECEIVE VALUABLE WORK EXPERIENCE**

END POINT ASSESSMENT

 **Duration: 3 Months**

The End Point Assessment (EPA) begins when the Employer, Apprentice, and Protocol Consultancy Services agree the apprentice has met the apprenticeship standard, as shown in progress reviews.

The EPA ensures industry standards are met and can start after twelve months of learning once the apprentice is competent. Functional skills in English and Maths must be completed before the EPA.

 **EPA Methods**

 **ASSESSMENT METHOD 1: A 2250 WORD WORK-BASED PROJECT REPORT WITH A 1 HOUR PROFESSIONAL DISCUSSION**

 **ASSESSMENT METHOD 2: A 20 MINUTE PRESENTATION, PRESENTING EVIDENCE FROM THE LEARNING JOURNAL FOLLOWED BY A 25 MINUTE Q&A**

WHY CHOOSE PCS?

Since 1996, Protocol Consultancy Services have guided over 5,000 learners through Apprenticeship programmes and achieved a 90% success rate. Benefits include:

-  **TRAINING IS TAILORED TO MEET THE INDIVIDUAL NEEDS OF THE LEARNER AND EMPLOYER**
-  **PERSONAL TRAINING ADVISORS DELIVER HIGH-QUALITY BLENDED LEARNING, FACE-TO-FACE TEACHING AND INFORMATION ADVICE AND GUIDANCE THROUGHOUT THE PROGRAMME**
-  **RESOURCES WILL BE PROVIDED TO ASSIST LEARNERS DURING THEIR APPRENTICESHIP**
-  **SUBJECTS ARE BROUGHT TO LIFE USING ONLINE RESOURCES AND VIRTUAL LEARNING ENVIRONMENTS**
-  **REGULAR UPDATES ARE PROVIDED TO KEEP YOU UP-TO-DATE OF YOUR PROGRESS**

PROGRESSION

There are several progression opportunities available following the completion of this level 3 Apprenticeship course, which members of our recruitment team will be happy to give you advice and guidance to support your choices.

Get in touch using the information or QR code below

CONTACT US

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