



# Apprenticeship Standard

## L&D Consultant/Business Partner L5

### Who is it accredited by?

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TheLightBulb deliver this standard through CIPD as the preferred End Point Assessment Organisation.

### What is this apprenticeship standard?

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Typically, this apprenticeship will take 18-24 months.

A Learning & Development (L&D) Consultant/ Business Partner is accountable for ensuring L&D contributes to, and influences, improved performance in the workplace at an individual, team and organisation level. They also have the commercial responsibility to align learning needs with the strategic ambitions and objectives of the business. They are agents for change, influencing key stakeholders, making decisions and recommendations on what the business can / should do in an L&D context. They are also likely to lead on any L&D related elements of business projects. The L&D Consultant / Partner will often have expertise and competence in a specific field whether it be technical, vocational or behavioural. They link the work they do to the context and strategic priorities of the business and measure the outcomes and impact of any learning interventions, to demonstrate a return on investment/expectation.

The role can be a generalist L&D or more specialist, where the focus and in-depth expertise is in a specific area such as organisation development, digital / blended learning, resourcing, or talent management. Whichever the area of focus, the role requires a good grounding across all areas of L&D, and is business and future focused.

The L&D Consultant / Business Partner role exists within a range of organisations including private, public and third sector. Typically, the individual works alongside colleagues who specialise in Human Resources (i.e. employee relations, reward, recruitment), often supported by an L&D Administrator and / or L&D Practitioner. They report to a Senior L&D Manager, Head of Department or Director. In larger organisations, they may be one of a team supporting the business, and may have responsibility for managing people and a budget.

### Link to professional registration and progression

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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).

### What are the entry requirements?

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- Must be 16 or over and working at least 30 hours per week including all training and study time.
- Must be in an occupation relevant to the apprenticeship and hold a contract of employment.
- Must be allowed to use 20% of their working time to complete off the job training (6 hours a week from 1/08/2022)

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment and we will support the learner through this programme where necessary.





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### What's involved with this apprenticeship standard?

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The learner will be assigned a learning and development mentor who will work with them throughout the qualification to support/mentor/teach and advise. The majority of the learning will take place using virtual systems and online meeting. Face to face on site visits can also be arranged.

To achieve the qualification, they will be required to demonstrate a set of knowledge, skills and behaviours/personal attributes (KSB's) through an end point assessment process. This is carried out by the end point assessment organisation, once the employer and TheLightBulb staff agree the apprentice has met the requirements. This cannot happen until the learner has been on their apprenticeship for a minimum of 12 months. The apprentice is required to develop a reflective learning journal throughout the course of their apprenticeship. More information on this can be found in the assessment plan.

**The end point assessment** will test the entire standard and comprises of the following elements:

- **Work Based Project with Professional Discussion**
- **Presentation and Q&A based on Learning Journal**

A summary of the knowledge, skills and behaviours that will need to be demonstrated are as follows:

#### **Knowledge**

Knowledge of:

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

#### **Skills**

- L&D consultancy
- Developing an learning culture
- Budget/resource management
- Relationship management
- Facilitation skills

#### **Behaviours & personal attributes**

- Constant and curious learner
- Collaborative partner
- Commercial thinker
- Constructive challenger
- Passionate and agile deliverer

For a full breakdown and further information please visit the following website

<https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-and-development-consultant-business-partner/>

### What's next?

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For more information on how we can **upskill** your existing staff using this apprenticeship standard or help you to recruit an apprentice please call 01268 270648 or email [info@thelightbulb.net](mailto:info@thelightbulb.net)



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