



Apprenticeship Standard

L&D Practitioner Level 3

Who is it accredited by?

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

What is this apprenticeship standard?

Typically, this apprenticeship will take 15-18 months.

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 area managers. The role focus is often on the practical delivery of training. The L&D Practitioner will typically have expertise and competence in their specific field whether it be technical, vocational or behavioural (e.g. use of software, food preparation, working in teams). They link the learning within their area of responsibility to business objectives and performance, understanding the learning cycle and working by it. The role can be more specialist, with a focus on and requiring in-depth expertise in a specific area of L&D such as learning design, e-learning or digital/blended learning. Whichever of these is an area of focus; the L&D Practitioner is future focused, understands the business context / culture and has a good grounding across the whole training and learning cycles.

The L&D Practitioner role typically exists in a wide range of organisations including private, public and third sector. The L&D Practitioner role supports the learning and development (L&D) function to contribute to, and influence, improved performance in the workplace at an individual, team and organisation level. Typically, the role would work alongside colleagues who specialise in Human Resources (i.e. employee relations, reward, recruitment) often supported by an L&D Administrator (more junior role) and report to an L&D Business Partner / Consultant / Manager. L&D Practitioners often work with Subject Matter Experts in different parts of the business.

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).

What are the entry requirements?

- 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.

TheLightBulb Limited

Edison House, 2-3 Paycocke Road, Basildon, Essex, SS14 3DP

Tel: 01268 270648 Web: www.thelightbulb.net



Apprenticeship Standard

L&D Practitioner Level 3

What's involved with this apprenticeship standard?

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 + 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 and commercial understanding
- L&D function
- Management information and technology

Skills

- Identification of training/learning (T/L) needs
- T/L design
- T/L delivery
- Evaluation
- Communication and interpersonal
- Teamwork and collaboration

Behaviours & personal attributes

- Constant and curious learner
- Collaborative partner
- 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-practitioner/>

What's next?

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

TheLightBulb Limited

Edison House, 2-3 Paycocke Road, Basildon, Essex, SS14 3DP

Tel: 01268 270648 **Web:** www.thelightbulb.net