



Learning & Development Practitioner

Welcome to the Learning & Development Practitioner programme.

The Level 3 programme is designed for Learning & Development (L&D) professionals.

The programme focuses on the Learners personal and professional development and covers areas such as modern learning theories and how to put them into practice, the purpose of the Learning & Development Function within the organisation and the growing role technology will play in training programmes.

Throughout the duration of the programme Learners are eligible to become Student Members of the Chartered Institute of Personnel and Development (CIPD). Once completed, Learners will have gained a nationally recognised Apprenticeship Standard and will be invited to join CIPD as an Associate Member. Depending on their job role, may want to consider progression onto the Level 5 Learning & Development Consultant/Business Partner standard.

ABOUT INTEC BUSINESS COLLEGES

We are a national training provider, who have worked with organisations across the UK helping them to upskill their workforce through vocational qualifications since 1982. Our mission is to enable our Learners to develop, progress and achieve.

**LEVEL
LEVEL 3**

**DURATION
18 MONTHS (+ 5 months for EPA)**

**END POINT ASSESSMENT ORGANISATION
CHARTERED INSTITUTE OF
PERSONNEL & DEVELOPMENT**



THE PROGRAMME *

Due to the nature of the programme, we are delivering this standard to cohorts in a workshop format. The virtual monthly workshops are supported by one to ones with a specialist Intec Tutor. All sessions will be conducted alongside our online delivery platform, Smart Assessor, where Learners can upload their work and Tutors and Managers can monitor their progress during their apprenticeship.

As part of an Apprenticeship, Learners are required to spend 6 hours a week (based on 30-hour contract) engaged in off the job training. This can be achieved in a variety of ways.

PROGRAMME COVERAGE	
Knowledge	
Business and Commercial Understanding	Business and Commercial Understanding
Learning & Development Function	Management Information and Technology
Skills	
Identification of Training/ Learning Needs	Training/Learning Design
Training/Learning Delivery	Evaluation
Communication and Interpersonal Skills	Teamwork and Collaboration
Behaviours	
Constant and Curious Learner	Collaborative Partner
Passionate and Agile Deliverer	

*Further details of the programmes contents can be found on the factsheet or scheme of work.

MANDATORY ENTRY REQUIREMENTS

- Organisations set their own but the Learner must be able to meet the requirements of the programme through their job.
- Achieve level 2 English and maths or equivalent prior to sitting End Point Assessment.
- Have been a resident in the UK for 3 years or more, or a national of an EU Settlement Scheme.

END POINT ASSESSMENT

Once learning is complete, the Employer, Learner and Intec will agree if the Learner has gained the necessary knowledge, skills and behaviours to be put forward to the Assessment Gateway. This will then trigger the End Point Assessment. The assessment is graded with the Learner achieving a pass, merit or fail.

50% WEIGHTING WORK-BASED PROJECT & PROFESSIONAL DISCUSSION

An Executive Summary style report of 2250 words, focussing on the implementation of a learning and development solution. The discussion will last 1 hour.

50% WEIGHTING PRESENTATION AND Q&A BASED ON LEARNING JOURNAL

A 20 minute presentation, focussing on key points from the Learning Journal (completed throughout the duration of the Apprenticeship), followed by a 25 minute Q&A.



Enabling you to develop, progress and achieve.