



# 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 for a reduced cost of £163.

## 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 \*

The Learner will receive a 2-3 hour monthly visit from a dedicated Intec Assessor who will deliver the Standard either remotely or in the Learner's place of work. We use a blended learning approach and all sessions will be supported by our online delivery platform, Learning Assistant, where learners can upload their work and Assessors and Managers can monitor their progress between visits.

As part of an Apprenticeship 20% off the job learning is required, 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.
- Have level 2 English and maths or equivalent.
- Have been a UK resident for the last 3 years.

### 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, this is conducted by an independent body. The assessment is graded with the learner achieving a pass, merit or fail.

#### 50% WEIGHTING WORK-BASED PROJECT & PROFESSIONAL DISCUSSION

The final project should take the form of an Executive Summary style report of 2250 words focusing on the implementation of a learning and development problem to a real business problem.

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

The learner will complete a 20 minute presentation, presenting keypoints from the Learning Journal (completed throughout the duration of the apprenticeship). This will be followed by a 25 minute Q&A session.



*Enabling you to develop, progress and achieve.*