

Advanced Apprenticeship in Learning and Development

This is the nationally recognised learning framework for those working in a learning and development role.

The programme develops and recognises a broad range of skills – providing a foundation for personal development and career progression.

Learners complete a ‘framework’ of individual qualifications in order to achieve their Apprenticeship.

- Programme duration: 52 weeks
- Vocational Skills are assessed through observation, short answer questions and workplace evidence
- Functional Skills are assessed through either paper-based or on-screen tests
- Apprentices are supported with a range of flexible learning resources and workshops

Framework element	Duration
Functional Skills in English, Mathematics and ICT Level 2*	Week 1–18
Level 3 Certificate in Learning and Development	Week 19–52
Personal Learning and Thinking Skills	Week 19–52
Employment Rights and Responsibilities	Week 19–52

**Learners will be exempt from the equivalent Functional Skills qualification if they have achieved:*

GCSE in Maths or English (with enhanced functional content) at grade C or above at any time prior to starting the Apprenticeship

GCSE grade B/C or A-Level or AS-Level grade B/C/D/E in Maths or English before September 2012 and within 5 years of starting the Apprenticeship

GCSE grade A or A or A-Level or AS-Level grade A in Maths or English at any time prior to starting the Apprenticeship.*

Highlights

- Develops essential learning and development skills
- Structured onsite induction session for all learners
- Full support materials provided
- Assessed in the workplace by experienced assessors
- 90–120 minutes per week study & preparation time
- Must have employed status – at least 30 hours per week
- Funding available through the Skills Funding Agency – *subject to individual eligibility*

Certificate in Learning and Development

The Level 3 Certificate in Learning and Development develops skills and gives valuable professional recognition for learning and development personnel.

The qualification is based on recognised occupational standards and is jointly certificated by Best Practice and Edexcel – the leading Awarding Organisation for vocational qualifications.

- Assessed through observation, discussion, testimony, workplace evidence and written assignments.
- To achieve the Certificate, learners must complete at least 30 credits.
- Learners must complete two mandatory units (12 credits) plus a minimum of 6 credits from optional group A or B and the remaining 12 credits from optional group A, B or C.

Level 3 Certificate	
Course duration	9 – 12 months
Total credits required	30 credits

Mandatory units (12 credits)	
■ Understanding the principles and practices of learning & development (6)	
■ Reflect on and improve own practice in learning and development (6)	
Group A – Optional units	
■ Facilitate learning and development in groups (6)	
Group B – Optional units	
■ Facilitate learning and development for individuals (6)	
Group C – Optional units	
■ Identify individual learning and development needs (3)	■ Plan and prepare specific learning and development opportunities (6)
■ Develop and prepare resources for learning and development (6)	■ Engage learners in the learning and development process (6)
■ Evaluate and improve learning and development provision (6)	■ Understanding the principles and practices of assessment (3)
■ Assess occupational competence in the work environment (6)	■ Assess vocational skills, knowledge and understanding (6)
■ Provide information and advice to learners and employers (3)	■ Engage with employers to develop and support learning provision (6)
■ Understanding the employing organisation (3)	

Level 3

Highlights

- Based on recognised occupational standards
- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors