

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
- Skills are assessed in the workplace through observation, personal statements, written assignments, workplace documentation and a series of guided workshops.
- Apprentices are supported with a range of flexible learning resources and workshops

Framework element	Duration
Level 3 Certificate in Learning and Development	Week 1–52
Key Skills / Functional Skills in Communication Level 2*	Week 1–36
Key Skills / Functional Skills in Application of Number Level 2*	Week 1–36
Key Skills / Functional Skills in ICT Level 2*	Week 1–36
Employment Rights and Responsibilities (ERR)	Week 1–52
Personal Learning and Thinking Skills (PLTS)	Week 1–52

Learners must complete all required outcomes in order to complete the Apprenticeship.

**Learners who have achieved GCSE grades A* to C or equivalent in English and/or Maths in the last five years may be exempt from this element.*

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*