



Level 5

Learning & Development Consultant Business Partner



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FAQs

Q: Who is the qualification for?

A: Learning and development consultant business partners are accountable for ensuring learning and development contribute to, and influence, improved performance in the workplace at an individual, team and organisation level.

Q: Is it part of an apprenticeship standard or initiative?

A: ST0563 - Learning & Development Consultant Business Partner

Q: What does the qualification cover?

A: This qualification allows candidates to learn, develop and practice the skills required for employment and a career in learning & development. The content covers all essential areas of learning & development and is mapped out to the Institute of Apprenticeships standards.

Q: What is a Level 5 Learning & Development Consultant Business Partner Apprenticeship?

A: It's a work-based program combining on-the-job training with classroom learning, equipping you with skills to support employee learning and development (L&D) within an organisation.

Q: What opportunities for progression are there?

A: This qualification allows candidates to go on to higher management & training courses and expand their management career. 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 membership requirements).

FAQs

Q: What will I be responsible for?

A: Ensuring Learning and development contributes to, and influences, improved performance in the workplace at an individual, team and organisation level.

Q: What skills will I learn?

A: The technical expertise and business understanding to, develop a culture of learning and manage budgets and resources within your organisation.

Q: What level qualification is it equivalent to?

A: This qualification is equivalent to foundation degree or a higher national diploma (HND).

Q: What industry sectors is it suitable for?

A: All sectors! Public, private, and third-sector organisations all rely on L&D.



Structure

Entry Requirements

Whilst any entry requirements will be a matter for individual employers, typically an apprentice will have an area of technical, vocational or behavioural expertise that the organisation needs others to acquire through training. And a minimum of English & Math GCSE.

Structure

Our candidates are trained to the highest standards and are fully supported to develop all the knowledge, skills and behaviours required to be an outstanding Learning & Development Consultant.

The course duration is typically 18-24 months.

Knowledge

Our course is delivered via live training webinars with specialist tutors.

Skills and Behaviors

You will be appointed a designated Learning & Skills Teacher, who will coach you through your qualification and complete regular assessments with you to support you in completing your qualification. You will have weekly contact with your tutor.



Course Contents

- What is a Learning & Development Consultant Business Partner's Role & Function?
- Technical Expertise
- Business & Commercial Understanding
- Management Information & Technology
- Learning & Development Function
- Learning and Development Consultancy
- Passionate & Agile Training Delivery
- Budget & Resource Management
- Communication and Interpersonal Skills
- Teamwork and collaboration

Completion of these units will produce a portfolio of evidence of your competency.





LEARNING MANAGEMENT SYSTEM

What is a Learning & Development Consultant Business Partners Role & Function?

You will be introduced to the role and responsibilities and essential attributes and behaviours required to have the commercial responsibility to align learning needs with the strategic ambitions and objectives of the business.

You will become an agent for change, influencing key stakeholders, and making decisions and recommendations on what the business can or should do in a Learning and development context. You may also be involved in influencing organisations to develop strategies to improve performance around sustainability or the embedding of approaches to help the UK reach net carbon zero emissions by 2050.

Typically, you would work alongside colleagues who specialise in human resources (i.e., employee relations, reward, recruitment), often supported by a learning and development administrator and/or learning and development practitioner. You report to a senior learning and development manager, Head of department or Director. In larger organisations, they may be one of the teams supporting the business and may have responsibility for managing people and a budget.

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Technical Expertise

The Learning and development consultant business partner will again have an understanding of:

Paradigms, theories and models underpin effective adult learning, group behaviour and learning culture, for example, behaviourism, cognitivism, constructivism, and neuroscience.

Legislation and policies that influence learning design and delivery.
The merits of different learning delivery channels to select an appropriate face-to-face, blended or digital solution.

Current research and appropriate application of best practices and best-fit solutions.
The latest learning practices, trends and emerging thinking.
Positively incorporating diversity and inclusion into learning and development interventions and processes. Researching and applying current best practices in this area.

Change management methodologies and the principles of project management.

Consultancy tools and techniques, for example, the use of SWOT, 5 Why, weighted matrix etc. provide costed recommendations and projected impact, return on investment, and return on expectation.

You will also learn how to collect data and information, both qualitative and quantitative, to analyse learning needs, implement effective delivery and measure outcomes and impact. You will develop the skills to be able to identify sources, trends and anomalies in data and information.

How to shape internal information systems and how they play a role to support learning as well as how technology can support learning, including understanding of digital platforms and delivery channels as relevant to the role.





LEARNING

TRAINING

TUTORIAL

CREATIVITY

COMMUNICATION

KNOWLEDGE

MOTIVATION

POTENTIAL

EDUCATION

Business & Commercial Understanding

Understand your organisation's vision, mission, values, strategy, plans and stakeholders; its external market and sector and the opportunities, challenges and issues it faces. This may include an organisation's sustainability strategy or exposure to the UK Government's policy for net carbon zero emissions by 2050.

Learn how to build a clear picture of how the business is performing and how to use business learning and human resources key performance indicators and metrics.

You will understand the process of stakeholder mapping to define interactions with staff that are part of the learning needs analysis, design, delivery, and evaluation. This may include the needs of staff impacted by the move to a net carbon zero economy by 2050 and the requirements for a just transition, learning how to measure the impact, return on investment and expectation of learning on the business.

With these skills you will become a trusted partner, acting with integrity, ensuring that clients, partners and learners alike feel heard and are confident in their ability to deliver, enabling different departments or stakeholders to effectively work together above their agendas and priorities.

Management Information & Technology

- Understand how to use data to analyse learning needs and ensure effective delivery.
- How internal information systems can support learning.
- How technology supports learning, including understanding of digital platforms/ delivery channels as relevant.
- Research of delivery options and resources including digital/ online/ blended solutions (including identifying existing resources).
- Build evaluation mechanisms for learning outcomes including the use of quantitative and qualitative feedback where appropriate.
- Apply techniques to analyse the impact of training on learners' experience.
- Learn how technology can support learning, including understanding digital platforms and delivery channels as relevant to the role.
- Become a constant and curious learner yourself by investigating emerging technologies that can support effective learning and develop a desire to understand and experiment with new ideas and techniques, identifying areas for development and improvements.





Learning & Development Function

You will gain the knowledge to know what learning and development structure is required to meet business needs whether this should be in-house, or outsourced and how to source specialist expertise when required.

The various learning and development roles, responsibilities and skills required to design and deliver face-to-face, blended or digital solutions and the policies and processes required for effective organisation learning.

You will demonstrate skills for building a rapport and demonstrating the use of language patterns to facilitate and encourage discussions, debate, learning and decisions, you will be able to employ a range of questioning and listening skills to generate brainstorming, discussion debate, learning and decisions.

Effectively managing challenging learner and group behaviours.

Learning and Development Consultancy

You will develop the skills to work as a learning and development business partner or consultant across the whole organisation or in key functions and relevant stakeholders as appropriate.

To build insight into existing levels of capability against future requirements, you will be able to identify organisational skills gaps and risks. This may include an organisation's sustainability strategy or exposure to the UK Government's policy for net carbon zero emissions by 2050, for example, ensuring a just transition for those with legacy skills into the new green economy.

You will learn to use a range of techniques to obtain an initial brief from internal stakeholders and investigate and analyse data to validate the need for learning.

You will develop presentation skills in a range of relevant and innovative solutions, logically and with credibility, you will be able to gain buy-in from senior stakeholders. Furthermore, you will be Developing an organisational development, learning and development and succession plan that addresses gaps and fulfils skills, resourcing, talent, and future leadership needs in the partner and business area, accounting for changing internal and external environment, business and learner needs. This may include an organisation's sustainability strategy or exposure to the UK Government's policy for net carbon zero emissions by 2050, for example, ensuring a just transition for those with legacy skills into the new green economy.

You will be able to initiate the design of interventions and monitor implementation. By fostering and developing an embedded culture of learning and continuous improvement (e.g. through using communication campaigns). You will influence management at all levels to collaborate and take responsibility for learning initiatives.

Set up and manage action learning sets, coaching and mentoring programs ensuring quality of learning and training delivery through providing feedback to colleagues to ensure continuous improvement of self and others.

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Passionate & Agile Training Delivery

Become a passionate and agile deliverer, by being a role model for the learning and development profession, inspiring and galvanising others around learning solutions, ensuring that learning is embedded and delivers ambitious goals, outcomes and timelines.

Learn to build rapport and demonstrate the use of language patterns to facilitate and encourage discussions, debate, learning and decisions and employ a range of questioning and listening skills to generate brainstorming, discussion debate, learning and decisions.

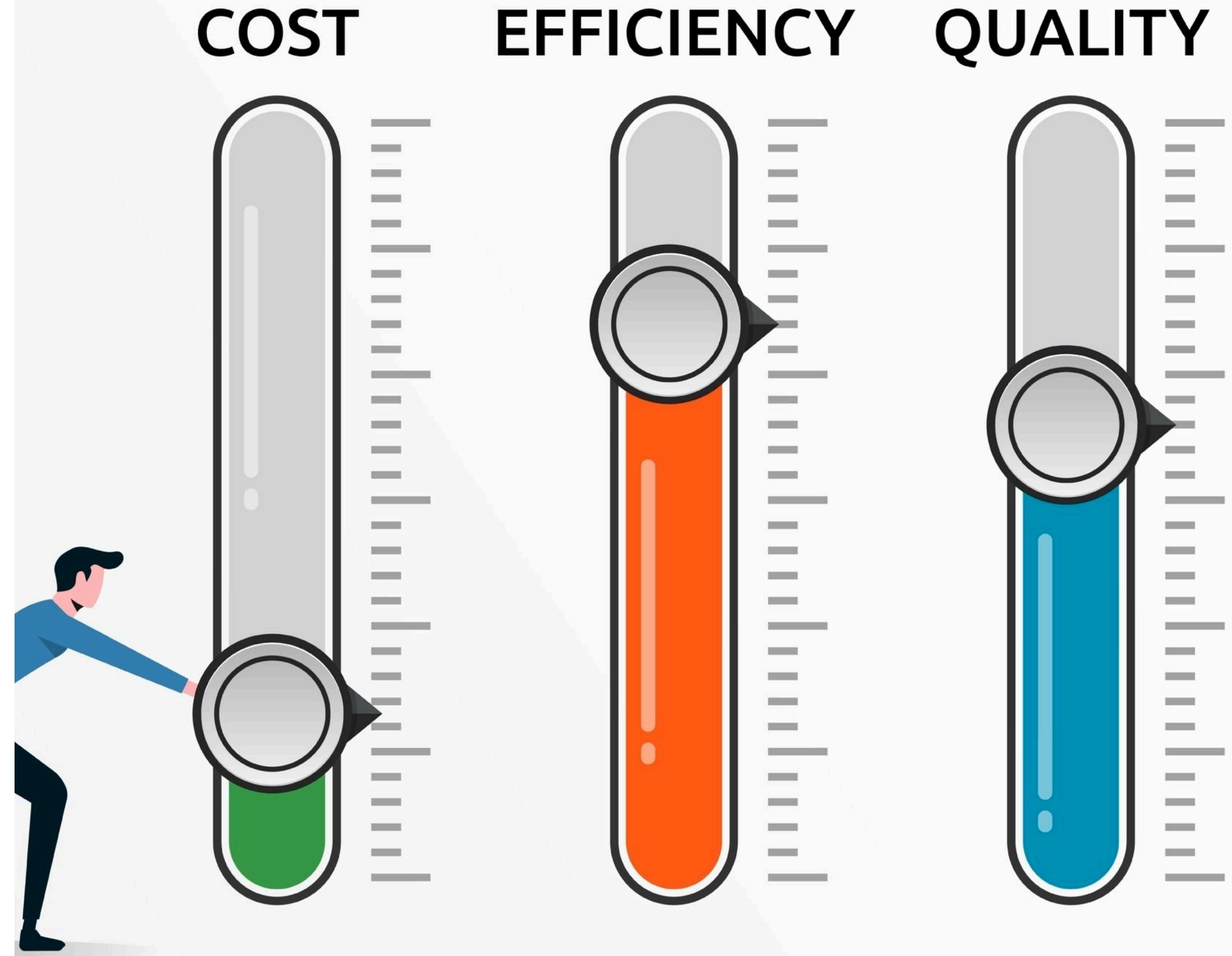
You will develop the skills and knowledge to effectively manage challenging learner and group behaviours, including being able to demonstrate responsiveness and flexibility to changing internal and external environments and business needs.

You will become a commercial thinker by being focused on outcomes and impacts as you learn to develop ideas, insights and solutions for defined business benefits. This may include an organisation's sustainability strategy or exposure to the UK Government's policy for net carbon zero emissions by 2050, for example, ensuring a just transition for those with legacy skills into the new green economy.

Budget & Resource Management

You will develop the skills to become a commercial thinker, understanding and applying the commercial context, realities and drivers behind learning needs and solutions. This may include an organisation's sustainability strategy or exposure to the UK Government's policy for net carbon zero emissions by 2050, for example, ensuring a just transition for those with legacy skills into the new green economy.

You will be able to construct and manage a learning and development budget, project, and intervention, including managing resources to effectively deliver. Learning the skills to identify and analyse potential cost savings to ensure maximum value as well as effectively engage, negotiate and manage third-party suppliers.



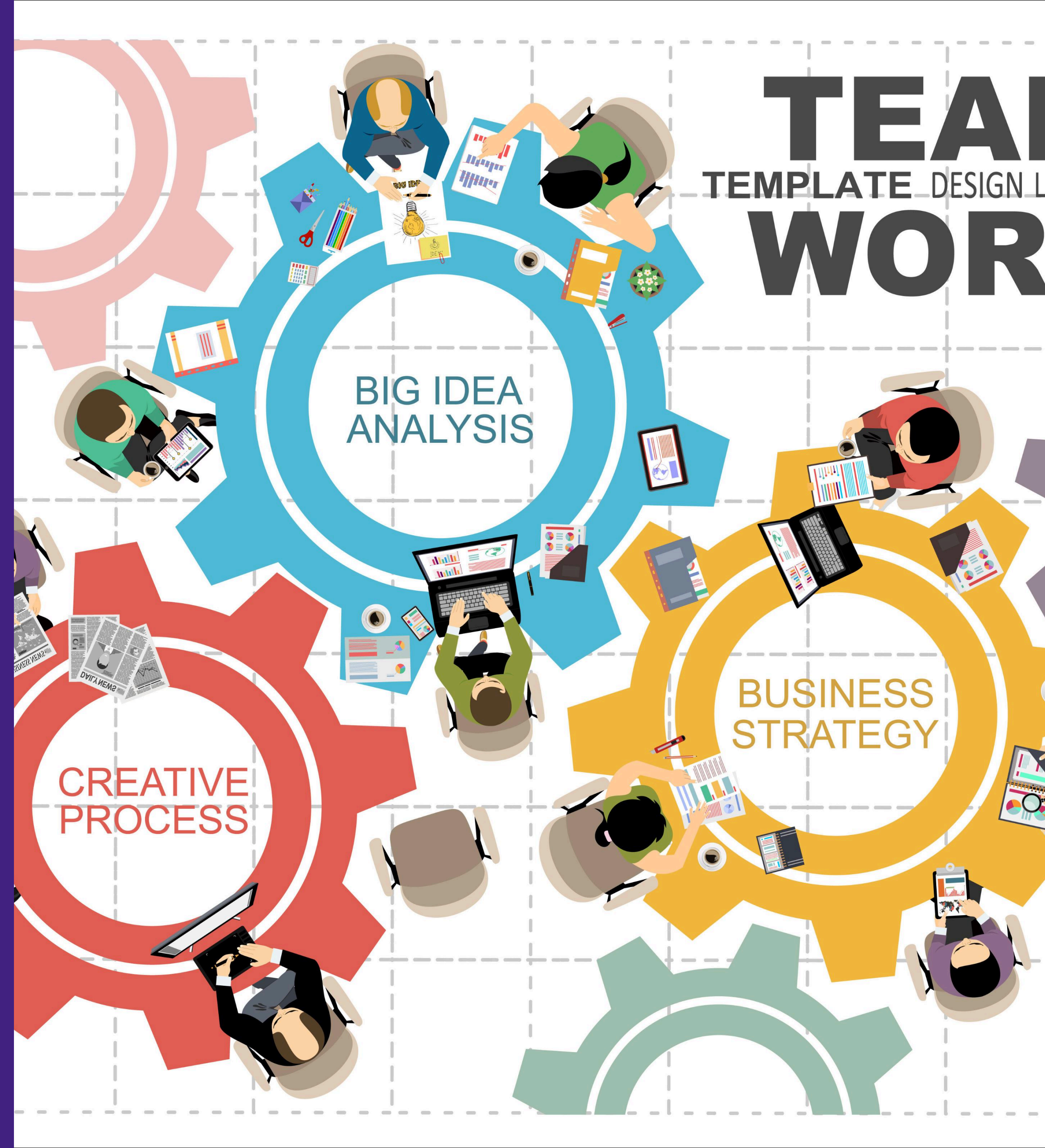


Communication & Interpersonal Skills

- Develop the knowledge and skills to communicate and influence through a range of media e.g., phone, face-to-face, email, online/virtual, adapting their style to their audience.
- Build trust and sound relationships with customers/learners/ colleagues.
- Handle conflict and sensitive situations professionally and confidentially.
- To act with integrity and demonstrate organisational values in the way they interact with others.
- Build effective working relationships with business managers (using the language of the business), peers and other learning and development functions, together with relevant external organisations to deliver business results from learning and development plans and solutions.
- Communicate confidently with people at all levels, including senior management.
- Work with senior leaders to carry out succession planning, organisational development and talent pipeline plans.
- Develop the skills and courage to hold a mirror up to the organisation when diagnosing solutions.

Teamwork & Collaboration

- Learn how to consistently support colleagues / collaborate within the team and for Learning & development practitioners to achieve results.
- Build and maintain strong working relationships with others in the L&D team, HR and the wider business as required.
- To become a collaborative partner with consideration of the needs of others alongside the needs of the business.





Off The Job



Employer Engagement

