



City Skills

# LEVEL 5 LEARNING & DEVELOPMENT CONSULTANT APPRENTICESHIP OVERVIEW



**CIPD**  
*Championing better  
work and working lives*

**End-Point Assessment  
Organisation - CIPD**

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# CITY SKILLS APPRENTICESHIPS

Welcome to your City Skills Apprenticeship. The following guide has been designed to support you through your apprenticeship and help you to understand what to expect including key milestones, resources and related organisations.

We have developed a simple and effective journey to help you learn and ultimately showcase your new knowledge skills and behaviours.

## **Needs Analysis-**

Before engaging in your training, we collaborate with your employer to identify what they would like the apprenticeship to achieve, for you and the wider business needs.

## **Enrolment-**

We will ask you for some background information to analyse your experience, prior learning, work setting and capacity to ensure you are able to develop your skills over the duration of the apprenticeship. We also ask you to give your own personal apprenticeship goal. We will reflect on this throughout your apprenticeship to ensure you meet or exceed your expectations.

## **Learn & Embed New Skills-**

You will attend mandatory facilitated learning sessions throughout your apprenticeship to learn new knowledge, skills and behaviours (KSBs). Following each session, you will be set challenging tasks to embed new learning in your workplace. Often you will have to

support learning activities and learning checks on 'My Portfolio' (See page 5).

## **Off-The-Job Training (OTJ)-**

Alongside your apprenticeship, you will be developed through 'OTJ' training. The definition of OTJ training is 'new learning and development linked to your apprenticeship, during working hours. You will be supported to achieve the OTJ hours by structured learning activities and employer support. Your facilitated learning sessions and post-session tasks make up the majority of this but also any new learning in your working hours will contribute to this

## **Reviews-**

We believe it is important to regularly check how you are progressing through your apprenticeship. This helps you stay on track and enables us to support you early in the process. We conduct progress reviews approximately every 2 – 3 months. Your review will usually be with your development coach.

### **Evidence-**

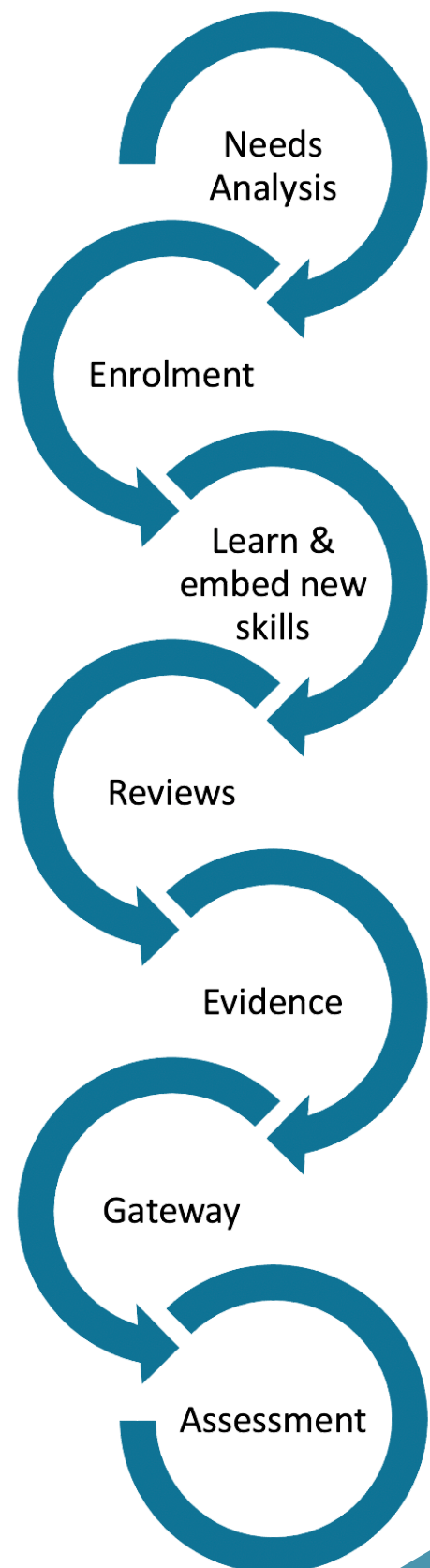
Once you feel confident you have embedded new knowledge, skills and behaviours, we will ask you to gather evidence, sometimes formally through a portfolio or informally through a reflective learning journal. You will have the option to store your evidence using 'My Portfolio'. This evidence is important to support your gateway meeting and preparation for end-point assessments.

### **Gateway-**

Once you have completed all learning activities and feel confident in your new knowledge, skills and behaviours, we will ask you to attend a gateway meeting. The meeting will be attended by your manager, development coach and yourself. It is used to reflect on your direction of travel over the apprenticeship and confirm you are competent in all the KSB areas. The gateway conversations may establish there are one or two areas you would like further support. If this is the case, we will deliver further training in specific areas, to ensure you are confident and assessment ready.

### **Assessment-**

The last step in the process is your end-point assessment (EPA). This is an independent process run by your EPA Organisation (EPAO). We will be on hand to support but it is your EPAO who will make the final decision on whether you have met the necessary standard. This independence adds credibility to your training.





# IMPORTANT INFORMATION

<b>Your Training Provider</b>	City Skills Limited
<b>Email</b>	<a href="mailto:training@city-skills.com">training@city-skills.com</a>
<b>Phone</b>	020 7157 9835
<b>UKPRN</b>	10065422
<b>Platform</b>	My Portfolio <a href="https://city-skills.com/">https://city-skills.com/</a>
<b>Your Development Coach</b>	
<b>Development Coach Email</b>	
<b>Development Coach Phone</b>	
<b>Your EPA Organisation</b>	CIPD
<b>EPA Contact</b>	<a href="https://www.cipd.co.uk/learn/apprenticeship-standards">https://www.cipd.co.uk/learn/apprenticeship-standards</a>
<b>EPA Number</b>	EPAO123
<b>EPA Platform</b>	Smart EPA - <a href="http://smartepa.com/">http://smartepa.com/</a>
<b>Your Apprenticeship Standard</b>	Level 5 Learning & Development Consultant
<b>Apprenticeship Standard and Assessment Plan</b>	<a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-and-development-consultant-business-partner-v1-0">https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-and-development-consultant-business-partner-v1-0</a>
<b>Typical Duration</b>	15 months
<b>Typical Assessment Duration</b>	4 - 5 months
<b>Typical Off-The-Job Training</b>	323 hours

# MY PORTFOLIO & SUPPORT

## My Portfolio

My Portfolio was custom built by our very own digital apprentice during the first COVID-19 lockdown in 2020. The system hosts your portfolio of evidence (aka Showcase), progress reviews and off-the-job record.

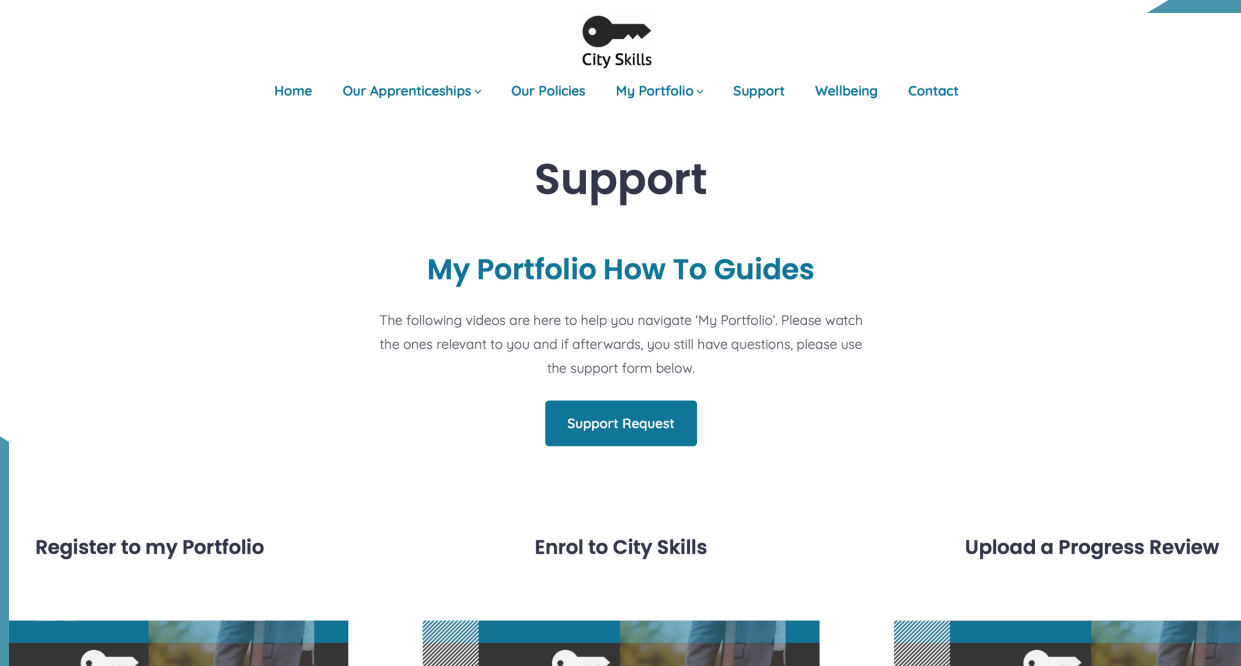
Your Facilitator/Development Coach will support you to understand what you need to do on My Portfolio between your delivery sessions.


Activities have been sequenced to build your knowledge, skills and

behaviours whilst giving you an opportunity to gather real-life examples of how you have embedded your new skills to improve your working practice.

## Support

If at any time you need some support with the system we have a number of short video guides to support you navigate the system, as well as the ability to raise a support request for more specific enquiries.



  
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## Support

### My Portfolio How To Guides

The following videos are here to help you navigate 'My Portfolio'. Please watch the ones relevant to you and if afterwards, you still have questions, please use the support form below.

[Support Request](#)

[Register to my Portfolio](#) [Enrol to City Skills](#) [Upload a Progress Review](#)

# WELL-BEING

City Skills take the safety and well-being of their apprentices, employees and partners seriously. This is why we are pleased to partner with Health Assured to provide you with our well-being resources. This page provides our apprentices and employees with key support functions for their safety and well-being.

## Services Provided Include:

- 4 Week Programmes
- CBT Online Counselling
- Mini health checks
- Access to medical information
- Webinars
- Managing staff Well-being Resources
- The App and Portal Resources
- An app Mood Tracker



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## Wellbeing

If you are in need of urgent help for mental, physical, financial or social issues please call our wellbeing provider available 24/7 – 365, who can help organise you immediate support..

# OVERVIEW

## Level 5 Learning & Development Consultant

The Level 5 Learning & Development Consultant Standard consists of several Knowledge, Skills and Behaviours (KSB). These have been designed by industry and approved by the Institute for Apprenticeships and Technical Education (IFaTE). You can view the required KSBs in full by clicking on the following link.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-and-development-consultant-business-partner-v1-0>

## English & Maths

English & maths are required at a minimum of Level 2 (GCSE A\*-C or equivalent) for this apprenticeship. Please present evidence of these at the beginning of your apprenticeship. If you do not hold these, we will set out a plan to ensure you achieve them before your gateway meeting.

We have taken these KSB's and interpreted them into a number of grouped modules and sequenced lessons. These are-

<b>Organisational &amp; Commercial Awareness</b>	<b>Design &amp; Delivery</b>	<b>The Theory and Practice of L&amp;D</b>	<b>Change and Project Management</b>	<b>Personal &amp; Professional Growth</b>
Organisational & Commercial Awareness  Living the Values  Capability and Future Planning  Talent Management & Succession Planning  Using Data Effectively	Training Design  Training Delivery  Presentation Skills  Learning Needs Analysis  Learning Technology  Measuring the Effectiveness of Learning	The Theory & Practice of L&D  L&D Roles & Responsibilities  Coaching, Mentoring and Action Learning  Ongoing Monitoring of Learners	Change Management  Project Design & Delivery  Working With Stakeholders  Consultancy Skills	Understanding Gateway & EPA  Personal & Professional Development  Effective Communication  Equality, Diversity & Inclusion  Legislation, policies and processes



# GATEWAY

Once you have completed your training period you will move into the end-point assessment. Before this takes place, you must pass a gateway meeting with yourself, City Skills Development Coach/Facilitator & your employer. For this, we will need-

Requirement	Example/Expectation/Form
Copies of your maths & English certificates (either completed with City Skills or exemptions if you have done them previously)	Good quality image or scan
Present your learning journal in an interesting way.	Examples include websites, video's, flipping books etc. the options are endless
Complete your learning journal declaration using CIPD form	<a href="https://city-skills.com/wp-content/uploads/2021/04/The-Learning-Journal-and-Employer-Declaration-Form.docx">https://city-skills.com/wp-content/uploads/2021/04/The-Learning-Journal-and-Employer-Declaration-Form.docx</a>
Two proposed dates for- <ul style="list-style-type: none"><li>the professional discussion in EPA 1</li><li>the presentation and Q&amp;A session in EPA 2</li></ul> (both should be within 5 months of the gateway meeting, see below for more details)	Add this as an attachment to the gateway form at the time of the gateway meeting. (Link below)
Create a project plan using CIPD form	<a href="https://city-skills.com/wp-content/uploads/2021/04/The-Work-based-project-cipd.docx">https://city-skills.com/wp-content/uploads/2021/04/The-Work-based-project-cipd.docx</a>
Complete the CIPD Certificate Claim Authorisation	<a href="https://city-skills.com/wp-content/uploads/2021/04/APPRENTICESHIP-COMPLETION-CERTIFICATE.pdf">https://city-skills.com/wp-content/uploads/2021/04/APPRENTICESHIP-COMPLETION-CERTIFICATE.pdf</a>
Have your gateway meeting with yourself, City Skills Development Coach & your employer and record on the gateway form.	<a href="https://www.cognitoforms.com/CitySkills1/GatewayTripartiteAgreement">https://www.cognitoforms.com/CitySkills1/GatewayTripartiteAgreement</a>

# END-POINT ASSESSMENT GUIDE

The EPA: is the final assessment for an apprentice to ensure they can do the job of an L&D Consultant. There are two assessment methods that must be completed, in the following order:

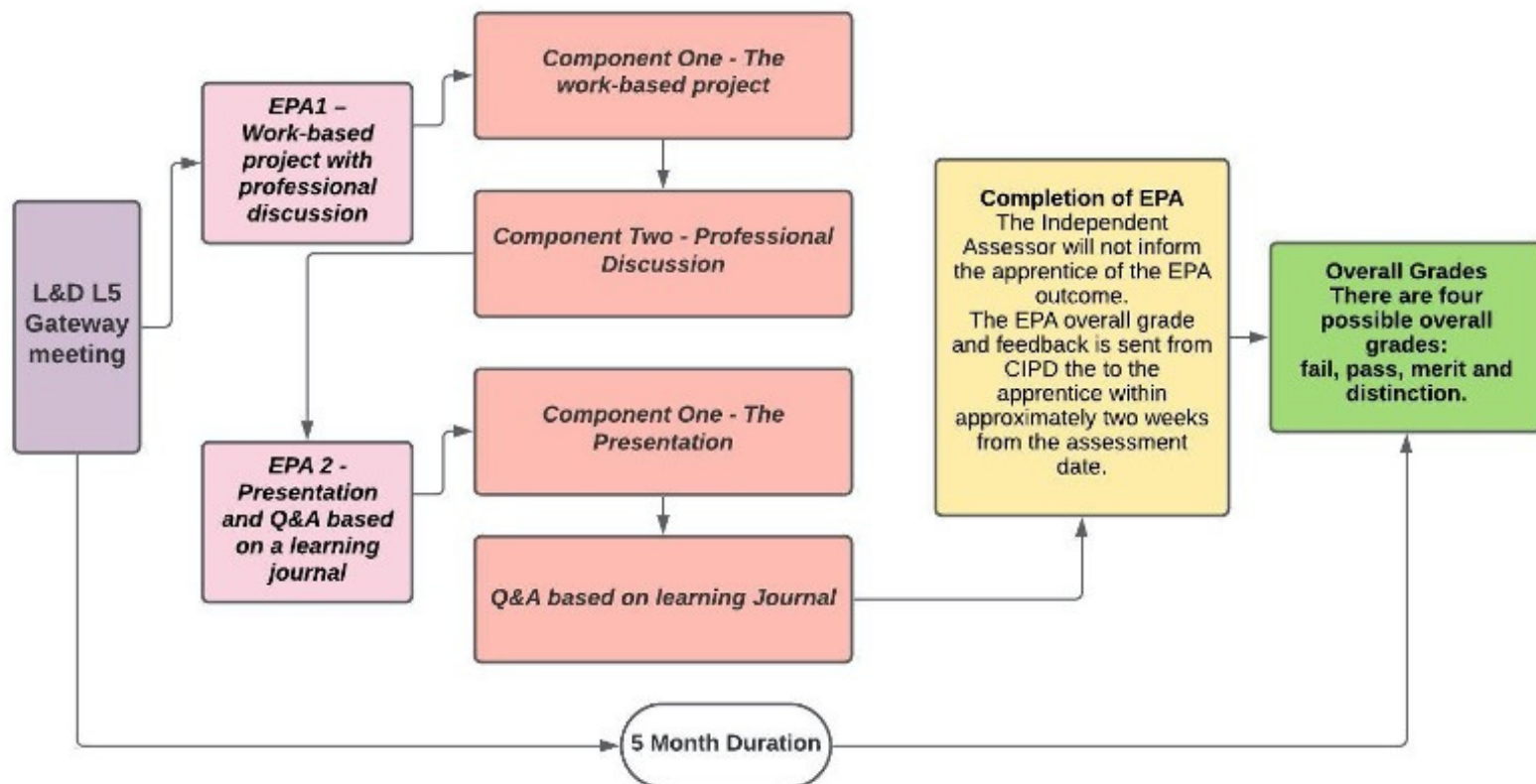
- **A Consultative Project** contains a range of evidence demonstrating that the apprentice has met the requirements of specific Knowledge, Skills and the chosen Option as set out in the standard.
- **A Professional Discussion** that will explore the specific Skills and Behaviours set out in the standard.

<b><i>EPA1 – work-based project with professional discussion</i></b>		
Requirement	Example/Expectation/Form	When
<b><i>EPA1 – Component 1 work-based project</i></b>	<a href="https://city-skills.com/wp-content/uploads/2021/04/LD5-The-Formal-Business-Report.docx">https://city-skills.com/wp-content/uploads/2021/04/LD5-The-Formal-Business-Report.docx</a>	In line with project plan, submitted to CIPD one month prior to Professional Discussion (approx. 4 months after gateway)
<b><i>EPA1 – Component 2 professional discussion</i></b>	A 75min two-way formal conversation between the apprentice and an independent assessor, conducted via remote video conferencing	On the date given at gateway (unless this has been amended under mutual consent with CIPD)

<b><i>EPA2 – presentation and Q&amp;A based on a learning journal</i></b>		
Requirement	Example/Expectation/Form	When
<b><i>EPA2 – Component 1 presentation</i></b>	A 25 min presentation via video conference around real lessons learnt during the apprenticeship, covering: <ol style="list-style-type: none"> <li>1. New and emerging trends and developments in the L&amp;D sector</li> <li>2. L&amp;D specialisms and their business impact</li> <li>3. Leadership</li> </ol>	On the date given at gateway (unless this has been amended under mutual consent with CIPD)
<b><i>EPA2 – Component 2 learning journal Q&amp;A</i></b>	A 35minute Q&A sessions covering 5-7 open questions. Questions will seek to assess the KSBs mapped to this assessment component and not evidenced sufficiently through the presentation	Immediately after the above presentation

# END-POINT ASSESSMENT GUIDE

## L&D L5 End-Point Assessment Guide



# GLOSSARY

**Development Coach/Facilitator-**

This is the person who will support your learning.

**EPA-** This is an end-point assessment and it is the final stage of your apprenticeship.

**EPAO-** End-point assessment organisation. This is an independent body that will assign your assessor when you reach your EPA.

**Gateway-** This is a meeting between the apprentice (you), the employer and City Skills to confirm that you have achieved all minimum requirements and ready to be assessed.

**My Portfolio-** This is an online platform to track your progression and offers a reminder of what you have achieved through evidence collection and your learner journal; as well as tasks to be completed.

**OTJ-** The amount of off-the-job training required over the duration of your apprenticeship. This includes your taught sessions, reading, assignments etc but also the time you spend at work practising the new skills you have acquired eg an apprentice on a management apprenticeship might learn to complete a performance review if they then do this with their 5 reports this would all be OTJ.

**Progress Review-** A review of how you are progressing

**Remote delivery-** Training sessions completely using a digital interface such as Zoom or Teams.

**ULN-** Unique Learner Number, a unique number assigned to you for this and future funded qualifications