

## EVERYONE HAS AN INNER GENIUS

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TEF Silver

AWARDED SILVER IN THE  
2017 TEACHING EXCELLENCE  
FRAMEWORK

Course Validated by

**CIPD**  
Approved centre

## CIPD Level 3 Certificate in Learning and Development Practice

*This qualification is ideal for anyone looking to develop their current professional knowledge and training skills or for those already working in L&D and wishing to gain a recognised professional qualification.*

### COURSE OVERVIEW

This course is a general introduction to all aspects of learning and development. Equipping you with a wide range of practical skills and giving you the ability and confidence to be more effective adding value to a training function.

### MODULES

#### - Becoming an Effective Learning & Development Practitioner

This module enables learners to develop a deep understanding of the knowledge, skills and behaviours required by L&D practitioners, and the importance of continuing professional development (CPD).

#### - Learning & Development and the Organisation

To be effective, learning and development (L&D) practitioners must understand the organisations they work in or with, and the external factors which impact on those organisations. This module enables learners to develop their understanding of organisations, the reasons they are established and the factors that differentiate them, and their operating environments.

#### - Identifying Learning & Development Needs

For individuals and their organisations to respond to changing environments and exploit emerging opportunities, they need to ensure the quality and currency of their skills, knowledge and capabilities. This module supports the development of the skills required to undertake an effective identification of others' learning needs.

### LOCATION

WORCESTER  
WLDV-CT3-1719

### COURSE LENGTH

1 year

### TUITION FEES

£1,265

### ADDITIONAL COSTS

CIPD student membership  
Approx £135.00  
Optional text books  
- approx £38

### AWARD ON SUCCESSFUL COMPLETION

Certificate in Learning and  
Development Practice  
and gain Associate  
membership of the CIPD

### HOW TO APPLY

Please apply through  
our website at  
[www.howcollege.ac.uk](http://www.howcollege.ac.uk)

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### - Designing Learning & development Activities

The quality and success of an L&D activity is largely determined by how well it is designed. This unit aims to develop the knowledge and skills required to become an effective designer of a learning activity.

### - Delivering Learning & Development Activities

Being able to deliver learning activities in a way that gains learner confidence and engages learners is a crucial skill-set for all trainers. This unit takes learners through the essential stages of preparing for and delivering an inclusive and effective L&D activity for a group of learners.

### - Evaluating Learning & Development Activities

Evaluating L&D activities completes the training cycle and enables L&D practitioners and managers to ensure that activities meet intended objectives. Without evaluation, weaknesses in L&D activities are likely to be continued, opportunities for improvement missed and valuable time and resources may be wasted. This unit develops learners understanding of the reasons for evaluation and the different approaches that can be taken to evaluating L&D activities.

### ENTRY REQUIREMENTS

There are no entry requirements for this qualification.

### DELIVERY INFORMATION

The course is delivered 50% online, 50% classroom taught. Attendance at college is on a Tuesday evening 6.00-9.00.

It is run on a roll-on-roll-off basis with six enrolment dates.

In addition you are expected to complete an average of 3 hours independent study per week.

### METHODS OF ASSESSMENT

Each module is assessed by a combination of written and practical assignments.

### PROGRESSION

Upon successful completion of this course you will achieve Associate Membership of the CIPD and will be eligible to study the level 5 qualification.

### STAFF EXPERIENCE

All lectures have occupational experience and are CIPD qualified, in addition to having a recognised teaching qualification.