

# apprenticeship FRAMEWORK

## Learning and Development (Wales)

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

[afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR04211](http://afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR04211)

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# CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

These changes relate to the Essential Skills and Employer Rights and Responsibilities requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 14th October 2016. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

## Alternatives for Essential Skill qualifications

**Foundation apprenticeships (Level 2):** Where Essential Skills qualifications are specified in a foundation apprenticeship framework (Level 2), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade G (Level 1 equivalent); or
- b. O Level qualification in English language or literature to at least grade E; or
- c. A/AS Level qualification in English language or literature to at least grade E; or
- d. SCQF Level 4 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 4 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained are at Level 1 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade G (Level 1 equivalent); or
- b. O Level qualification in Mathematics to at least grade E; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 4 – Numeracy Core Skill (Graphical Information and using number); or
- e. SQA National 4 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 1 or above.

**Apprenticeships (Level 3):** Where Essential Skills qualifications are specified in an apprenticeship framework (Level 3), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in English language or literature to at least grade C; or
- c. A/AS Level qualification in English or literature to at least grade E; or
- d. SCQF Level 5 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 5 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained is at Level 2 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in Mathematics to at least grade C; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 5 – Numeracy Core Skill (Graphical information and using number); or
- e. SQA National 5 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 2 or above.

**Higher Apprenticeships (Levels 4-7):** Essential Skills requirements are as for an apprenticeship frameworks at Level 3.

# CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

## **Employer Rights and Responsibilities (ERR)**

The final modification to SASW is to Employer Rights and Responsibilities (ERR) which is no longer compulsory in frameworks. Please refer to the Employer Rights and Responsibilities section within the framework document to confirm specific requirements.

## **Additional Information**

It should be noted that SASW has also been modified to reflect existing improvements to Essential Skills Wales Qualifications. These improvements to ESW qualifications were signalled by the revised names:

- Essential Skills Wales Communication is now Essential Communication Skills (still 6 credits in size)
- Essential Skills Wales Application of Number Skills is now Essential Application of Number Skills (still 6 credits in size)
- Essential Skills Wales Information Communication Technology Skills is now Essential Digital Literacy Skills (still 6 credits in size)

Whilst there have been some amendments to the content of ESW qualifications, the most significant change has been to the assessment methodology for these qualifications.

From 1 January 2016, all new starts have had to follow the revised Essential Skill qualifications.

The updated version of SASW, and guidance documents, can be accessed here:

**<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/providers/?lang=en&dgd>**

Over the coming months, the Essential Skills section within AFO will be amended to reflect the SASW modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

# Learning and Development (Wales)

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# Framework summary

## Learning and Development

### Apprenticeship in Learning and Development

#### Pathways for this framework at level 3 include:

##### Pathway 1: Apprenticeship in Learning and Development

###### Competence qualifications available to this pathway:

N/A

###### Knowledge qualifications available to this pathway:

N/A

###### Combined qualifications available to this pathway:

B1 - Level 3 Certificate in Learning and Development

###### This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

# Framework information

## Information on the Publishing Authority for this framework:

### Learning and Skills Improvement Service

The Apprenticeship sector for occupations in community learning and development, further education, higher education, teaching support, libraries, archives and information services, work-based learning and development (also includes records and information management services).

Issue number: 6	<b>This framework includes:</b>
Framework ID: FR04211	Level 3
Date this framework is to be reviewed by: 28/02/2022	This framework is for use in: <b>Wales</b>

## Short description

This Apprenticeship Framework is to ensure the maintenance of a high quality programme providing steps on the progression ladder for those pursuing a career in learning and development.

Apprentices could be working in a paid position within an organisation, facilitating learning or could also be working on their own or as part of a wider team delivering or organising learning in a variety of settings including the workplace and training establishments. The framework is relevant for employers and providers in the private, public and third sectors and for those involved in the delivery of funded and commercial learning. The qualifications within the framework is independently assessed and certificated and is designed to add value, ensuring that successful completers have the job skills and knowledge applicable to their role, and the underlying skills to be able to operate as an effective employee.

# Contact information

## Proposer of this framework

Skills for Health has proposed and developed this framework with the full support and involvement of employers, Learning and Development practitioners and other key stakeholders that represent the interests of the Learning and Development workforce

### Developer of this framework

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Organisation: Skills for Health  
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### Issuing Authority's contact details

Issued by: Learning and Skills Improvement Service  
Issuer contact name:  
Issuer phone:  
Issuer email: [lsisia@skillsforjustice.com](mailto:lsisia@skillsforjustice.com)

# Revising a framework

## Contact details

Who is making this revision: Nanette Lane  
Your organisation: Skills for Justice  
Your email address: lsisia@skillsforjustice.com

## Why this framework is being revised

To remove qualifications that have expired

## Summary of changes made to this framework

To remove qualifications that have expired

## Qualifications removed

600/2664/9 OCR Level 3 Certificate in Learning and Development

601/7658/1 TQUK Level 3 Certificate in Learning and Development

## Qualifications added

## Qualifications that have been extended

N/A



# Purpose of this framework

## Summary of the purpose of the framework

This apprenticeship is about helping people learn new skills whilst building on and improving existing ones so that they can do their jobs more effectively.

Some trainers are employed within an organisation to run training programmes for new recruits, and/or to assess the needs of existing staff and work with them to develop their skills. There are also consultancy companies that offer specialised training programmes, for example computer skills or management techniques.

As an apprentice you could be training people or helping out with administration (training companies are just like any other business, with phones to be answered and bookings to be made). Your area of expertise will depend on your employer – but it would be sensible to go for a specialism that interests you. Whether working one-to-one or with a big group of people, you'll need confidence, patience and creativity.

The framework will benefit employers by encouraging interest in the sector from a potentially more diverse workforce, enabling employers to play a key role in the development of individuals, tailoring their learning programmes to meet specific organisational needs, and ensuring the right skills are available to support the changing work environment.

## Aims and objectives of this framework (Wales)

The aims of this framework are to allow employers to tap into the talents and skills of the wider population and encourage more entrants with appropriate work experience and an interest in developing others into the learning and development sector.

The objectives of this framework are to:

- Widen entry routes into and progression routes through the learning and development sector;
- Support the establishment of a more diverse workforce which reflects the communities served by the sector, including the promotion and use of the Welsh language;
- Contribute towards addressing specific skills gaps in the Learning and Development sector;
- Provide clear pathways for career progression within learning and development; and
- Contribute towards meeting skills priorities in Wales, as set out in 'Skills that Work for Wales'.

# Entry conditions for this framework

Since the Apprenticeship may involve working with children/young people and/or vulnerable adults, entrants must be willing to undergo a criminal records bureau (CRB) check.

Centres must ensure that all statutory requirements concerning working with minors are complied with.

New entrants for the Apprenticeship must have:

- Vocational competence in an area of their choice; and
- Access to a learning environment.

It would also be advantageous for entrants to have successfully completed any of the following:

- The Welsh Baccalaureate, GCSEs in English and Mathematics, or equivalent level literacy and numeracy awards;
- Foundation learning programmes of study; or
- Any relevant previous work or training in areas related to learning and development.

Entrants to this apprenticeship will also need to be:

- Motivated to succeed in completing the apprenticeship;
- Well organised;
- Flexible and adaptable;
- Willing to learn and apply what they have learnt in the workplace;
- Willing and able to communicate effectively with a range of people; and
- Numerate, literate and able to use ICT.

## Identification of learning needs

As part of the induction process an assessment should be undertaken with the apprentice to identify their specific learning needs and/or prior experience or achievement, in order to prevent duplication of learning and tailor the programme to meet their specific requirements. It is suggested that a planned approach is taken as follows:

- The learner undertakes an initial self-assessment to identify previous learning and achievement and potential sources of evidence; and
- A meeting is held between the learner and the assessor or mentor as part of the induction process, in order to review the learner's self-assessment, identify relevant sources of prior learning and achievement, and agree how this should be collected and presented.

Where appropriate, evidence of prior learning and achievement should be customised to show how it is authentic and relevant to the apprentices current role, for example, by the addition of

a personal statement, witness statements, and records of professional discussion.

In all cases, Recognition of Prior Learning (RPL) relating to the achievement of qualifications (and their component units) within the Framework must comply with the RPL or Accreditation of Prior Learning and Achievement (APL/A) policy published by the awarding organisation.

## Level 3

Title for this framework at level 3

# Apprenticeship in Learning and Development

### Pathways for this framework at level 3

Pathway 1:      Apprenticeship in Learning and Development

## Level 3, Pathway 1: Apprenticeship in Learning and Development

### Description of this pathway

This pathway is to ensure the maintenance of a high quality programme providing steps on the progression ladder for those pursuing a career in the area of learning and development. Apprentices could be working in a paid position within an organisation, facilitating learning or could also be working on their own or as part of a wider team delivering or organising learning in a variety of settings including the workplace and training establishments.

The framework is relevant for employers and providers in the private, public and third sectors and for those involved in the delivery of funded and commercial learning. The qualification included in the pathway is independently assessed and certificated and are designed to add value, ensuring that successful completers have the job skills and knowledge applicable to their role, and the underlying skills to be able to operate as an effective employee.

The framework is made up of 48 credits comprising of:

- 30 credits from the Level 3 Certificate in Learning and Development;
- 18 credits from Essential Skills Wales in Communication, Application of Number and Digital Literacy.

### Entry requirements for this pathway in addition to the framework entry requirements

There are no additional specific entry requirements for the framework other than those already stated.

Job title(s)	Job role(s)
Training Development Officer	Plan and prepare learning and development programmes
Training Officer	Plan and deliver learning and development programmes
Learning Centre Supervisor	Develop and produce learning and development resources to support the needs of learners
Assessor/Verifier	Assess and verify learner achievement
Work Based Learning Coordinator	Provide information and advice to learners
Learning and Development Adviser	Advise and facilitate learning and development across a range of learner needs
Skills Trainer/Instructor	Deliver skills programmes
Learning and Assessment Advisor	Advise and facilitate learning and assessment across a range of learner needs

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

B1 - Level 3 Certificate in Learning and Development					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/2407/0	Pearson Edexcel	30	120-166	N/A
B1b	600/2746/0	City and Guilds	30	120-166	N/A
B1c	600/3051/3	VTCT	30	120-166	N/A
B1d	600/8390/6	SFJ Awards	30	120-166	N/A

## Relationship between competence and knowledge qualifications

All of the above qualifications are identical in structure and content although supporting guidance will vary from one awarding organisation to another. Competence and knowledge have been integrated within this qualification but are assessed separately. To be awarded this qualification the learner must achieve a minimum of 30 credits, 12 of which are mandatory and 18 optional. A summary of which units of the qualification relate primarily to competence, which units relate primarily to knowledge and those that address both competence and knowledge is as follows:

- Understanding the principles and practices of learning and development (6 Knowledge credits)
- Reflect on and improve own practice in learning and development (4 Competence and 2 Knowledge credits)
- Facilitate learning and development in groups (4 Competence and 2 Knowledge credits)
- Facilitate learning and development for individuals (4 Competence and 2 Knowledge credits)
- Identify individual learning and development needs (2 Competence and 1 Knowledge credits)
- Plan and prepare specific learning and development opportunities (6 Competence credits)
- Develop and prepare resources for learning and development (4 Competence and 2 Knowledge credits)
- Engage learners in the learning and development process (3 Competence and 3 Knowledge credits)
- Evaluate and improve learning and development provision (3 Competence and 3 Knowledge credits)



Knowledge credits)

- Understanding the principles and practices of assessment (3 Knowledge credits)
- Assess occupational competence in the work environment (6 Competence credits)
- Assess vocational skills, knowledge and understanding (6 Competence credits)
- Provide information and advice to learners and employers (2 Competence and 1 Knowledge credits)
- Engage with employers to develop and support learning provision (3 Competence and 3 Knowledge credits)
- Understanding the employing organisation (3 Knowledge credits)

The Level 3 Certificate in Learning and Development contains mandatory and optional units. Assessors should offer guidance to apprentices to ensure they select optional units that are most suitable for their role, needs and circumstances.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	Level 2	6
Application of numbers	Level 2	6
IT	Level 2	6

## Progression routes into and from this pathway

### Progression routes into the Apprenticeship

Learners may progress into the framework through a number of routes including:

- Relevant previous work experience and training, or volunteering;
- Vocational qualifications (including Apprenticeships); and
- Academic qualifications (e.g. The Welsh Baccalaureate\*, GCSEs and A Levels).

\*Apprentices who have completed the Welsh Baccalaureate may be able to count this towards the completion of the Apprenticeship via RPL. The Welsh Baccalaureate has equivalences as follows:

- Foundation Diploma D-G grades at GCSE, NVQ level 1 or equivalent
- Intermediate Diploma A-C grades at GCSE, NVQ level 2 or equivalent
- Advanced Diploma GCE A level standard, NVQ level 3 or equivalent

### Progression routes out of the Apprenticeship

The framework provides a sound basis for people to undertake further learning and development of their careers in the Learning and Development sector. Progression could be to higher level courses and qualifications or more senior roles, including into other areas such as management, wider HR, finance and project management.

Examples of higher level courses and/or Higher Education opportunities may include (but are not limited to) professional degrees and other awards in the learning and development sector, and professional qualifications and awards of other bodies such as the Chartered Institute of Personnel and Development (CIPD).

It is expected that almost all apprentices will advance their career through further

development and progression and that opportunities exist across all sectors of industry to achieve this.

### UCAS points for this pathway:

*(no information)*

# Employee rights and responsibilities

N/A

*The remaining sections apply to all levels and pathways within this framework.*

## How equality and diversity will be met

The learning and development sector values and celebrates the contributions made by different individuals, groups and communities and is committed to their support and promotion. Education and training in learning and development is committed to eliminating discrimination, to advancing equality of opportunity for all involved and to fostering good relations between diverse groups. There are some key issues around recruitment and retention within the learning and development sector. More specifically, the sector is under-represented by ethnic minority groups. A key priority will therefore be to use the Apprenticeship Framework to help promote L&D as a career option to diverse groups that may have traditionally not been attracted to this area of work, and to encourage participation from a wider range of learner groups. Flexible entry conditions will also help to attract applicants from under-represented groups, therefore opening up the potential of a more diverse workforce.

The principles of equality and diversity relate to all those systems and procedures, which have the potential to discriminate against apprentices at any point during the programme – from recruitment, selection, and induction, through to successful completion. It is expected that all partners involved in the delivery of the Apprenticeship – providers, assessment centres and employers:

- Must demonstrate a commitment to equality and diversity and have an equality and diversity policy or mission statement in place;
- There should be open recruitment process which is available to all applicants, regardless of age, disability, race or ethnic origin, gender or gender identity, religion or belief and sexual orientation or who meet the stated selection criteria; and
- Employers and providers must be able to demonstrate that there are no discriminatory practices in place regarding selection and employment.

Data and other information will be collected to monitor the impact of the Apprenticeships in relation to equality and diversity, and to take action to redress any potential imbalance in the profile of individuals that are being recruited to the Apprenticeship programme, or which can inform the development of case studies to promote good practice.

# On and off the job training (Wales)

## Summary of on- and off-the-job training

Off-the-job training is defined as time away from normal work duties. This may include any activity where an apprentice receives any form of instruction, tuition, assessment or progress reviews. For this apprenticeship, the amount of off-the-job training is 149 LH out of a total LH of 320.

On-the-job training is defined as skills, knowledge and competence gained within normal work duties. For this framework, the amount of on-the-job training should be 171 LH out of the total LH of 320.

## Off-the-job training

- A minimum of 320 LH must be completed to complete the apprenticeship;
- The total off-the-job LH is at least 149; and
- The average duration of this framework is 14 months.

## How this requirement will be met

The 149 off-the-job learning hours consists of:

- Level 3 Certificate in Learning and Development (knowledge component) (39 LH)
- Essential Communication Skills (knowledge component) (30 LH)
- Essential Application of Number Skills (knowledge component) (30 LH)
- Essential Digital Literacy Skills (knowledge component) (30 LH)
- In-company training, e.g. health and safety (10 LH)
- Mentoring, support and coaching throughout the programme (10 LH)

Training hours delivered under an Apprenticeship Agreement may vary depending on the previous experience and attainment of the apprentice. The amount of off-the-job training required to complete the apprenticeship under the Apprenticeship Agreement may then be reduced accordingly, provided the total number of off-the-job hours can be verified for apprenticeship certification.

## Previous attainment

Where a learner enters an Apprenticeship Agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either credit transfer for achievements within the regulated qualifications, or through recording of exemptions for certificated learning outside of regulated qualifications.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years of applying for the Apprenticeship Certificate.

## **Previous experience**

Where a learner enters an Apprenticeship Agreement with previous work-related experience, this prior learning needs to be recognised. To count towards apprenticeship certification, previous experience must be recorded using the awarding organisation's Recognition of Prior Learning (RPL) procedures and the hours recorded may then count towards the off-the-job hours required to complete the Apprenticeship.

For apprentices with prior learning experience which has not been certificated, the off-the-job learning must have been acquired within 2 years of application for the Apprenticeship Certificate or the apprentice must have been continuously employed in the relevant job role in the industry for 1 year.

## **Planning and delivery**

Off-the-job training needs to:

- Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager;
- Allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- Be delivered during contracted working hours; and
- Be delivered through any of the following methods or other suitable methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; collaborative/networked learning with peers; guided study; and induction.

Off-the-job training must be formally recorded either in a diary, workbook or portfolio or be verified by attendance records. The evidence needs to be checked and signed by the assessor and employer subject to the quality systems in place.

## **On-the-job training**

- A minimum of 320 LH must be completed to complete the apprenticeship;
- The total on-the-job LH is at least 171; and
- The average duration of this framework is 14 months.

## How this requirement will be met

The 171 on-the-job learning hours consists of:

- Level 3 Certificate in Learning and Development (competence component) (81 LH)
- Essential Communication Skills (competence component) (30 LH)
- Essential Application of Number Skills (competence component) (30 LH)
- Essential Digital Literacy Skills (competence component) (30 LH)

These hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an Apprenticeship Agreement having previously attained or acquired the appropriate competence, this prior learning needs to be recognised and documented using the relevant credit transfer or RPL procedures (as for off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship Agreement may then be reduced accordingly, providing the total number of on-the-job hours can be verified for apprenticeship certification.

Apprentices who commence training under a new Apprenticeship Agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim 50% or more hours towards the on-the-job framework total through prior learning acquired from previous education, employment or other vocational programmes, then the apprentice's learning programme should include 'customisation'.

Training providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional unit(s) from regulated qualifications or relevant units recognised as Quality Assured Lifelong Learning (QALL) through the Qualifications and Credit Framework for Wales (CQFW), follow Essential Skills at a higher level than that specified in the framework, or include one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within the 5 years preceding the date of application for the Apprenticeship Certificate, or have been continuously employed within the industry for 1 year.

Job roles within learning and development require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience. Evidence of this must be formally recorded either in a diary, workbook or portfolio or be verified by attendance records. The evidence needs to be checked and signed by the assessor and employer within the quality systems in place.

## The provision of evidence of meeting the off and on-the-job learning hours



There is considerable flexibility for apprentices to include different types of evidence within their diary, log book or portfolio - awarding organisations will provide specific guidance on this. The following are examples of the type of evidence that can be included:

- Witness statements;
- Reflective statements;
- Audio or video recordings;
- Feedback from learners and/or clients; and
- Personal performance reviews.

Apprentices must also record on-the-job and off-the-job hours so that they can provide evidence of the currency of their working experience. Without this evidence a person who has gathered all the qualification components set out in the Framework could be awarded an apprenticeship certificate without ever having experienced a relevant length of employment and on-the-job grounding.

## **Certification**

Successful apprentices will receive an Apprenticeship completion certificate. This is a separate form, and in addition to those certificates awarded for the achievement of the individual components of the Framework.

All Apprenticeship certificate applications should be made through Apprenticeship Certificates Wales: <http://acwcerts.co.uk/web>

All requests for completion certificates will be subject to quality assurance checks. Prior to applying for an Apprenticeship completion certificate, the sufficiency, validity and reliability of all evidence must be checked and signed off by the employer and providers.

# Wider key skills assessment and recognition (Wales)

## Improving own learning and performance

Although not a mandatory requirement for the Apprenticeship, learners should be encouraged to achieve the Wider Key Skills as part of their apprenticeship programmes as these skills are intrinsic to youth work and transferable to a wide range of different job roles.

Assessment of the Wider Key Skills should be designed to be manageable for both apprentices and training providers, with sufficient planning of opportunities identified during induction and at each subsequent stage of the programme.

Assessors should adopt a holistic approach to assessment of the Wider Key Skills, taking account of the evidence that will be generated for the Level 3 Certificate in Learning and Development.

Improving own learning and performance at the level indicated is an 'optional' requirement for this framework:

- Improving own learning and performance at Level 2; 6 credits

## Working with others

Working with others at the levels indicated are an 'optional' requirement for this apprenticeship framework:

- Working with others at Level 2; 6 credits

## Problem solving

Problem solving at the levels indicated are an 'optional' requirement for this apprenticeship

- Problem solving at Level 2; 6 credits

## Additional employer requirements

There are no additional employer requirements for this apprenticeship.

Individual employers may require learners to attend supplementary training, such as in the essentials of first aid or health and safety, providing this is relevant and necessary in helping a learner carry out their role in the organisation. However, this will not be a mandatory requirement for achieving an apprenticeship completion certificate.

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