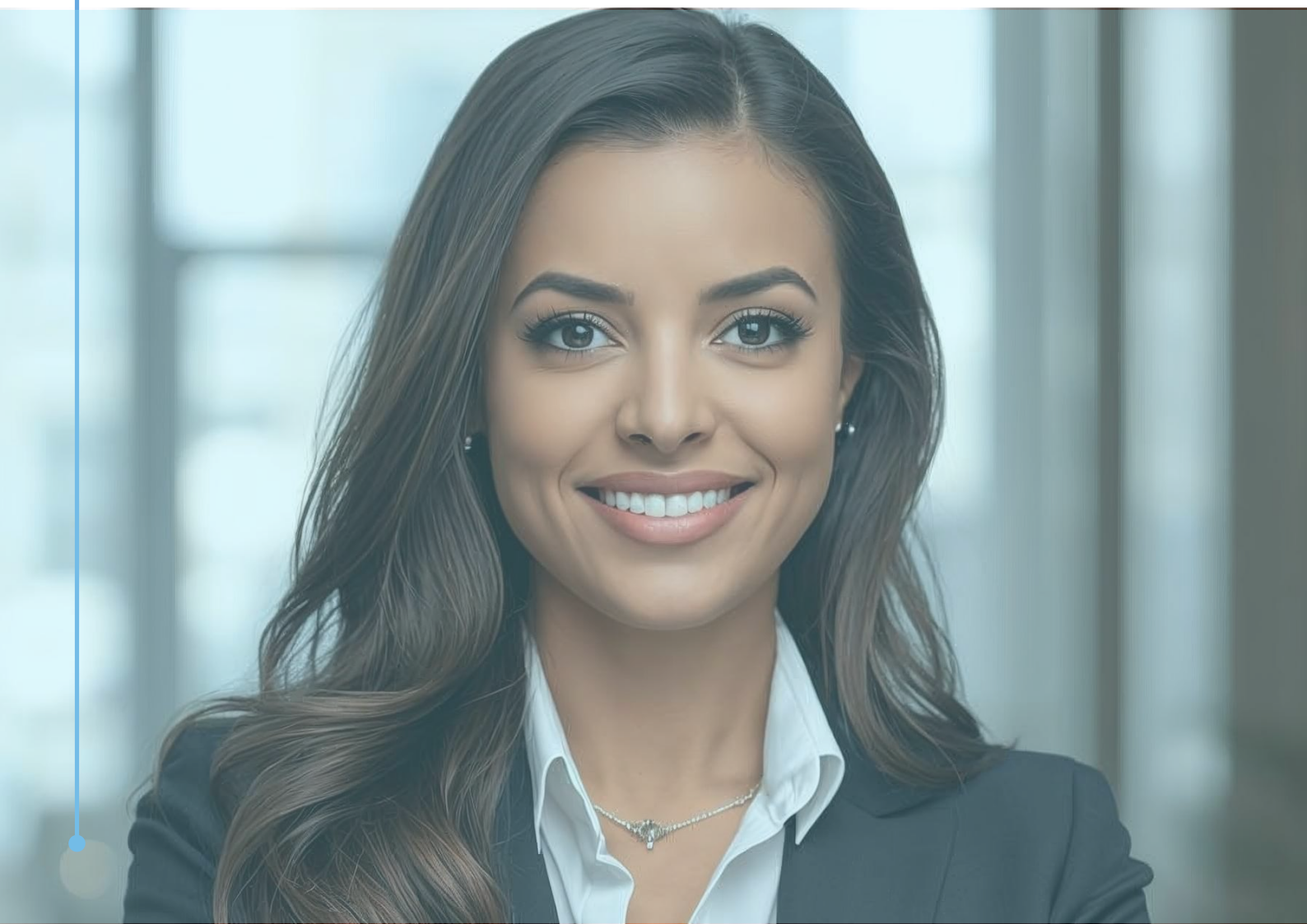
SKILLS FUNDING GROUP
BUILDING SKILLS, BACKING BUSINESS

COURSE

L&D CONSULTANT/BUSINESS PARTNER LEVEL 5



SKILLS FUNDING GROUP
BUILDING SKILLS, BACKING BUSINESS

KEY COURSE INFORMATION

DURATION
18 Months

LEVEL
5

SKILLS ENGLAND STANDARD REFERENCE NO.
ST0563

SKILLS ENGLAND LINK
https://skillsengland.education.gov.uk/apprenticeships/st0563-v1-1

SKILLS FUNDING GROUP LINK
https://www.skillsfundinggroup.com/funded-courses/

FULL FUNDING VALUE
£7,000

5% Contribution (if applicable)
£350

TIME COMMITMENT
4 Hours per week working specifically on this course during working hours plus 2 hours employer led CPD

FUNDING AVAILABLE FOR
Upskilling Existing HR Support Staff and Recruitment of New HR Assistants

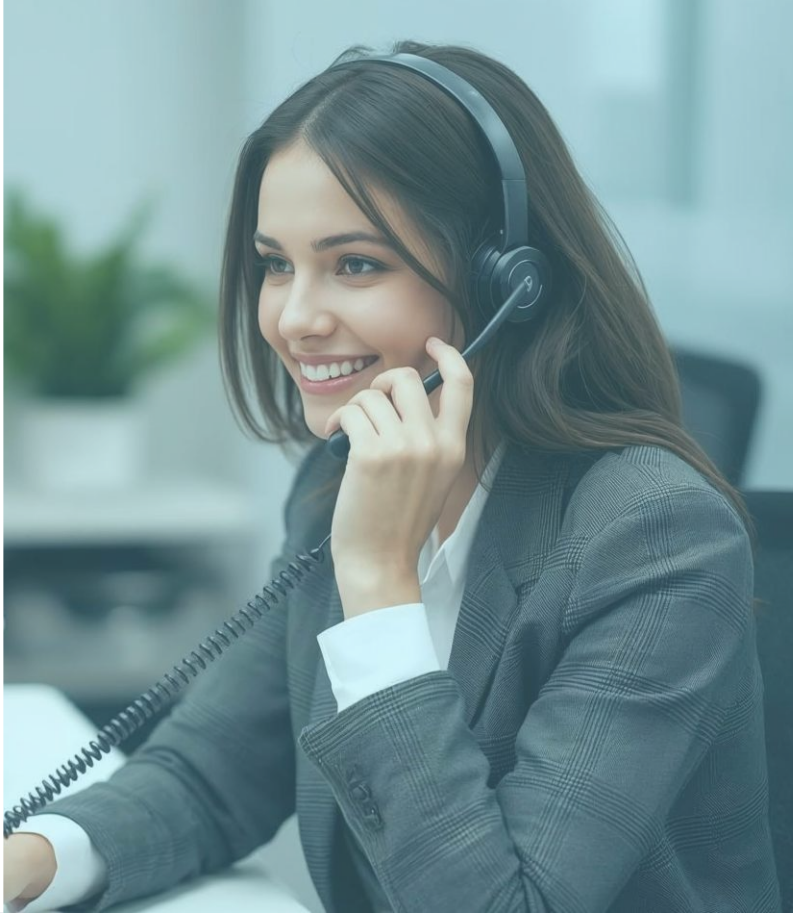
FUNDING TYPE
Higher Apprenticeship

DELIVERY STYLE
121 Remote Video Calls

SKILLS FUNDING GROUP
BUILDING SKILLS, BACKING BUSINESS

CANDIDATE PROGRESSION

AFTER COMPLETING THIS COURSE



Candidates completing this programme may progress into a variety of learning and development roles, broadening their impact on individual performance and organisational capability.

Progression Opportunities

- Learning and Development Consultant / Business Partner
- Organisational Development Consultant
- Talent Development Manager
- Learning and Development Manager
- Leadership Development Specialist
- People Development Partner
- Organisational Effectiveness Practitioner
- Specialist roles within learning, talent or organisational development functions

Learners will develop expertise in aligning learning strategies with organisational priorities, influencing stakeholders, and delivering initiatives that improve individual, team and business performance.

Further Development

Many learners choose to continue their professional development through enhanced responsibilities and further qualifications, including:

- Senior Learning and Development leadership roles
- Head of Learning and Development positions
- Strategic workforce planning and talent management activities
- Organisation design and change management initiatives
- Digital learning transformation projects
- Coaching, mentoring and leadership specialisms
- Chartered professional recognition and membership pathways
- Leading large-scale projects that drive organisational capability and performance improvement

Professional Readiness

Following completion, candidates will be able to:

- Analyse organisational priorities to identify learning and development solutions that support business objectives
- Design, implement and evaluate strategic learning initiatives using a range of approaches and technologies
- Influence and collaborate with senior stakeholders to secure engagement and drive organisational change
- Apply relevant legislation, organisational policies and ethical principles within learning and development practice
- Use data, evidence and insight to measure impact, demonstrate value and inform decision-making
- Adapt communication, consulting and facilitation styles to engage diverse audiences and build effective partnerships
- Demonstrate professional behaviours including integrity, inclusivity, collaboration and a commitment to continuous improvement
- Reflect critically on their own practice to enhance effectiveness as a learning and development professional

SKILLS FUNDING GROUP
BUILDING SKILLS, BACKING BUSINESS

EMPLOYER BENEFITS

Employers benefit from skilled Learning and Development Consultants / Business Partners who align people development activity with organisational priorities, helping build capability, improve performance and support sustainable business growth.

Employers benefit from staff who:

- Diagnose organisational learning needs and recommend solutions that support strategic objectives
- Design and implement learning initiatives using a range of approaches, technologies and evidence-based practice
- Influence and collaborate with leaders, managers and stakeholders to secure engagement and drive improvement
- Evaluate the effectiveness and impact of learning interventions using data, feedback and measurable outcomes
- Champion a culture of continuous learning, professional development and organisational capability building
- Apply consultancy skills to identify opportunities that enhance workforce performance and future readiness

This course provides:

- Structured development aligned to the national occupational standard for Learning and Development Consultant / Business Partner
- Practical experience in analysing needs, designing solutions and evaluating learning impact within the workplace
- Opportunities to strengthen skills in consulting, influencing, facilitation and stakeholder engagement
- Real-world projects enabling learners to address organisational challenges and improve performance outcomes
- Development of the professional behaviours required to succeed in strategic learning and development roles

Employers typically see:

- Greater alignment between learning activity and organisational objectives
- Improved capability to identify, address and close workforce skills gaps
- More effective learning interventions that demonstrate measurable business impact
- Enhanced employee engagement and access to meaningful development opportunities
- Stronger partnerships between learning functions, leaders and operational teams
- Increased organisational agility through investment in people capability and talent development

The programme supports:

- The strategic planning, implementation and evaluation of learning and development initiatives
- Continuous improvement through evidence-based practice and reflective learning
- The development of a positive organisational culture that values learning and growth
- Improved organisational capability through targeted investment in workforce development
- The identification and nurturing of talent to meet current and future business needs

SKILLS FUNDING GROUP
BUILDING SKILLS, BACKING BUSINESS

COURSE OVERVIEW

The Learning and Development Consultant / Business Partner Level 5 higher apprenticeship equips learners with the knowledge, skills and behaviours required to align learning and development activity with organisational priorities, enhancing workforce capability and business performance.

Learners explore the strategic aspects of the learning and development profession, including analysing organisational needs, designing evidence-based solutions, influencing stakeholders and evaluating the impact of learning interventions. The programme emphasises practical application, enabling learners to address real organisational challenges through workplace projects and consultancy activities. Through structured learning experiences, learners build confidence in partnering with leaders, facilitating change, using data to inform decisions and promoting a culture of continuous learning and improvement.

Delivery combines practical work-based learning with structured instruction, ensuring learners develop both a strong understanding of learning and development principles and the ability to apply them effectively within complex organisational environments. Reflective practice, coaching and professional discussion reinforce critical thinking, ethical practice and a commitment to continuous improvement. By completion, learners can confidently design, implement and evaluate learning strategies that support organisational objectives and improve performance. The qualification is well suited to those progressing within learning and development roles, as well as experienced practitioners seeking formal recognition and the skills required to operate as effective consultants and business partners.

ELIGIBILITY CRITERIA

- UK/EU Citizen for 3+ years
- Work 16+ hours per week on average
- Employed on a PAYE Scheme
- Not on any other government-funded course

SKILLS FUNDING GROUP
BUILDING SKILLS, BACKING BUSINESS

WHO IS THIS COURSE FOR

Designed for individuals responsible for influencing, designing and implementing learning and development initiatives that support organisational priorities, as well as those seeking to progress into strategic people development roles.

This course is ideal for:

- Partner with leaders and stakeholders to identify learning and organisational development needs
- Design, implement or evaluate learning solutions that improve capability and performance
- Influence decision-making through consultancy, coaching and evidence-based recommendations
- Are progressing within learning and development and seeking formal recognition of their experience and expertise
- Want to strengthen their skills in stakeholder engagement, facilitation and organisational development practices
- Are committed to driving continuous improvement and creating a culture of learning across their organisation

Typical Job Roles Include:

- Learning and Development Consultant
- Learning and Development Business Partner
- Learning and Development Manager
- Organisational Development Adviser
- Talent Development Specialist
- Leadership Development Consultant
- People Development Partner

This course is suitable for employers operating in:

- Public Sector and Government Services
- Private Sector Organisations
- Healthcare and Social Care Providers
- Education and Training Providers
- Professional and Financial Services
- Manufacturing and Engineering
- Retail, Hospitality and Customer Service Industries
- Charities and Not-for-Profit Organisations

Learning aligns with the national occupational standard for Learning and Development Consultant / Business Partner, enabling organisations to strengthen workforce capability, support organisational change and build a culture where learning contributes directly to business success and long-term performance.

SKILLS FUNDING GROUP
BUILDING SKILLS, BACKING BUSINESS

KNOWLEDGE

Upon completion of the course, candidates will have knowledge of:

- Learning and development theories, models and evidence-based approaches that support organisational performance
- How organisational strategy, culture and priorities influence learning and development activity
- Techniques for analysing workforce capability needs and identifying appropriate learning solutions
- Methods for designing, implementing and evaluating learning interventions and development programmes
- The principles of organisational development and how learning contributes to change initiatives
- The importance of equality, diversity, inclusion and accessibility within learning environments
- How digital learning technologies and emerging approaches can enhance engagement and participation
- Methods for evaluating learning effectiveness, measuring impact and demonstrating return on investment
- The role of data, insight and feedback in informing learning and development decisions
- Relevant legislation, organisational policies and professional standards influencing learning practice
- Approaches to stakeholder management, consultancy and influencing across different organisational levels
- Talent development, succession planning and strategies for building organisational capability
- Coaching and mentoring principles that support individual and team development
- How learning and development contributes to employee engagement, productivity and continuous improvement
- Ethical considerations and professional responsibilities within learning and development practice

SKILLS

Candidates will be able to:

- Analyse organisational needs and recommend learning and development solutions aligned to business objectives
- Design, plan and implement learning initiatives using a range of methods and technologies
- Facilitate learning activities and create engaging development experiences for diverse audiences
- Build effective relationships with leaders, managers and stakeholders to influence decision-making
- Apply consultancy techniques to diagnose issues and support organisational improvement
- Use data, feedback and evaluation methods to measure impact and inform future practice
- Manage multiple learning projects and prioritise activities effectively within organisational contexts
- Communicate confidently and professionally with a wide range of internal and external stakeholders
- Support organisational change by embedding learning solutions that improve capability and performance
- Reflect on practice and apply continuous improvement principles to enhance professional effectiveness

BEHAVIOURS

Candidates will demonstrate the following core behaviours in their work:

- Accountability – taking ownership of responsibilities and delivering high-quality outcomes
- Collaboration – building effective partnerships to achieve shared organisational goals
- Adaptability – responding positively to changing priorities, technologies and business needs
- Professionalism – acting with integrity, maintaining confidentiality and representing the organisation positively
- Inclusivity – creating environments that value diversity, equality and belonging
- Communication – engaging clearly, confidently and appropriately with a range of audiences
- Continuous improvement – using reflection, feedback and evidence to develop practice
- Organisation – managing competing priorities effectively whilst maintaining attention to detail
- Resilience – remaining focused and effective when navigating complexity and change
- Commitment to learning – demonstrating curiosity, initiative and enthusiasm for personal and professional development

SKILLS FUNDING GROUP
BUILDING SKILLS, BACKING BUSINESS

DELIVERY MODEL

The delivery model combines personalised coaching, structured one-to-one teaching and practical workplace application. All learning is delivered remotely through Microsoft Teams, enabling learners to receive tailored support whilst applying their learning directly within their role.

1:1 Learning Coaching Sessions

Learners participate in regular one-to-one sessions with an experienced Learning and Development Coach via Microsoft Teams. These sessions are designed to:

- Review progress against individual learning plans
- Develop knowledge and understanding of key learning and development concepts
- Explore the requirements of the apprenticeship standard in a structured and supportive environment
- Apply learning directly to real workplace situations and responsibilities
- Discuss challenges, share successes and identify opportunities for further development
- Strengthen confidence in supporting learning and development activities within the organisation
- Support reflective practice and professional growth
- Ensure off-the-job training requirements are understood and achieved
- Prepare learners for gateway and end-point assessment activities
- Receive personalised guidance tailored to individual career aspirations and workplace priorities

Applying Learning in the Workplace

Throughout the programme, learners are encouraged to transfer their learning into the workplace, ensuring immediate value for both the individual and their employer.

This approach enables learners to:

- Apply newly acquired knowledge and skills to strategic workplace activities and projects
- Partner with colleagues and stakeholders to identify organisational learning and capability needs
- Build confidence in analysing, designing and evaluating learning and development solutions
- Develop effective communication, consultancy and stakeholder engagement skills
- Use reflective practice to continually improve professional effectiveness and decision-making
- Undertake workplace projects that demonstrate competence against the apprenticeship standard
- Generate evidence naturally through day-to-day responsibilities and organisational initiatives
- Strengthen organisational capability through the practical application of learning and development expertise
- Embed a culture of continuous improvement and lifelong learning within teams and departments
- Progress towards becoming a confident and credible Learning and Development Consultant / Business Partner
- Apply data, feedback and evaluation techniques to measure the impact of learning interventions and inform future improvements
- Influence managers and leaders to secure engagement with learning initiatives that support organisational priorities
- Contribute to organisational change and talent development activities through effective learning solutions
- Build confidence in balancing operational demands with strategic learning and development responsibilities

SKILLS FUNDING GROUP
BUILDING SKILLS, BACKING BUSINESS

ASSESSMENT

END POINT ASSESSMENT (EPA)

The End Point Assessment (EPA) is the final stage of the apprenticeship and is conducted by an independent End Point Assessment Organisation (EPAO). It provides an opportunity for learners to demonstrate that they have developed the knowledge, skills and behaviours required to work effectively as a Learning and Development Practitioner.

The EPA assesses the learner's ability to identify learning needs, design and deliver learning solutions, evaluate impact and reflect on their professional practice. Only learners who have successfully completed all on-programme requirements and have been approved at gateway will progress to EPA.

The EPA for this apprenticeship consists of two assessment methods. Together, these provide a holistic assessment of occupational competence and readiness to perform effectively within a Learning and Development role.

What the End Point Assessment Consists Of:

Work-Based Project and Professional Discussion

- Learners complete a work-based project that addresses a genuine organisational learning and development challenge.
- The project enables learners to demonstrate their ability to operate as an effective Learning and Development Consultant / Business Partner.
- Project activities may include:
    - Organisational needs analysis and stakeholder consultation
    - Design and implementation of learning and development solutions
    - Influencing and engaging stakeholders throughout the process
    - Evaluation of outcomes and recommendations for future improvement
- Submission of a project report supported by workplace evidence and appendices.
- Participation in a professional discussion with an independent assessor based on the completed project.
- The discussion allows learners to explain their approach, justify decisions and demonstrate professional judgement against the apprenticeship standard.
- Learners are expected to show how their work has contributed to organisational capability and performance.
- The assessment focuses on the practical application of knowledge, skills and behaviours within the workplace.

Presentation with Questions and Answers

- Learners prepare and deliver a presentation based on an aspect of their learning and development practice.
- The presentation provides an opportunity to demonstrate understanding of strategic learning and development principles and professional expertise.
- This assessment includes:
- A structured presentation supported by relevant examples from workplace practice
- Discussion of approaches used to identify needs and develop solutions
- Reflection on outcomes achieved and lessons learned
- Demonstration of how learning has influenced professional practice and organisational impact
- A question and answer session with an independent assessor to explore the learner's understanding and application of best practice.
- Learners have the opportunity to showcase their communication, consultancy and influencing skills.
- The assessment highlights their ability to align learning activity with organisational objectives.

How the End Point Assessment Is Completed

- Presentation with Questions and Answers
- Learners prepare and deliver a presentation based on an aspect of their learning and development practice.
- The presentation provides an opportunity to demonstrate understanding of strategic learning and development principles and professional expertise.
- This assessment includes:
- A structured presentation supported by relevant examples from workplace practice
- Discussion of approaches used to identify needs and develop solutions
- Reflection on outcomes achieved and lessons learned
- Demonstration of how learning has influenced professional practice and organisational impact
- A question and answer session with an independent assessor to explore the learner's understanding and application of best practice.
- Learners have the opportunity to showcase their communication, consultancy and influencing skills.
- The assessment highlights their ability to align learning activity with organisational objectives.

SKILLS FUNDING GROUP
BUILDING SKILLS, BACKING BUSINESS

PREPARATION AND SUPPORT

Throughout the programme, learners are supported to:

- Build evidence of competence
- Prepare for assessment requirements
- Understand what to expect at EPA

This ensures apprentices approach the End Point Assessment with confidence and clarity.

GENERAL ENQUIRIES ABOUT COURSE OR FUNDING

01174 635063

info@skillsfundinggroup.com

CONTACT INFORMATION & USEFUL LINKS

Skills England Technical Information:

Learning and development Consultant/Business Partner Level 5 Skills England Standard

https://skillsengland.education.gov.uk/apprenticeships/st0563-v1-1

Setting Up Online Digital Account:

Create an Apprenticeship Service Account (Employers)

https://www.skillsfundinggroup.com/digital-account

Applying for Apprenticeship Levy Transfer:

Receive or Transfer Levy Funds – GOV.UK Guidance

https://www.skillsfundinggroup.com/levy-transfer/

Enrol on this Course

Enrolment For This Course:

https://www.skillsfundinggroup.com/enrolment-form/

Book a Video Call

To book a video call about this course;

https://www.skillsfundinggroup.com/start-the-conversation/