

Coaching, Learning and Development Practitioner

LEVEL 3 APPRENTICESHIP PROGRAMME

Develop and deliver effective and inclusive training and coaching in the workplace.

30%
↑

**INCREASE
IN STAFF RETENTION**

by investing in staff
training and development

INVEST IN YOUR TEAM

- High Quality Training
- Industry Relevant Content
- Commitment to Excellence
- Expert Support and Mentoring
- Excellent Safeguarding and Wellbeing
- Focus on Personal and Professional Development

#INSPIRINGAMBITION

PROGRAMME SUMMARY



Apprenticeship level
Level 3 Standard



Typical duration
14 months



Training method
Blended Learning



Assessment method
Integrated Delivery



Cost/funding value
£0 / £6,000



EPA Organisation
Ofqual

About the Programme

Enhance the Learning & Development function at your organisation through a funded Coaching, Learning and Development Practitioner Apprenticeship. This level 3 apprenticeship supports organisations in developing their Continuous Professional Development (CPD) provision through bespoke training.

Who is this programme for?

This Level 3 Coaching, Learning & Development Practitioner Apprenticeship is ideal for those who currently work in learning and development or training roles, as well as for those with coaching, mentoring, HR or people development responsibilities.

Employer Benefits

Recent studies have shown that investing in training and development supports higher staff retention. Employees are more likely to stay and feel valued when their company invests in their skill growth. Well-implemented CPD programs can improve employee retention by up to 30%, saving organisations thousands of pounds in recruitment and onboarding costs.

Having a dedicated Coaching, Learning and Development Practitioner at your organisation will help ensure that the training remains consistent, effective, and inclusive to all staff. The hands-on nature of this programme will ensure that training remains aligned with your organisation's wider HR and organisational strategy.

The programme includes digital, blended, and face-to-face learning approaches. This allows organisations to scale training efficiently and keep up with modern L&D practices. Apprentices are trained to measure training impact and analyse learning data (e.g. evaluating effectiveness of learning interventions).



LMP EDUCATION
TRAINING PROVIDER

Coaching, Learning and Development Practitioner

LEVEL 3 APPRENTICESHIP PROGRAMME



Typical Job Roles

Learning and Development Practitioner, Training Coordinator, Training Officer, Learning Facilitator, HR or People Development Administrator, Coach or Mentor with responsibility for developing others

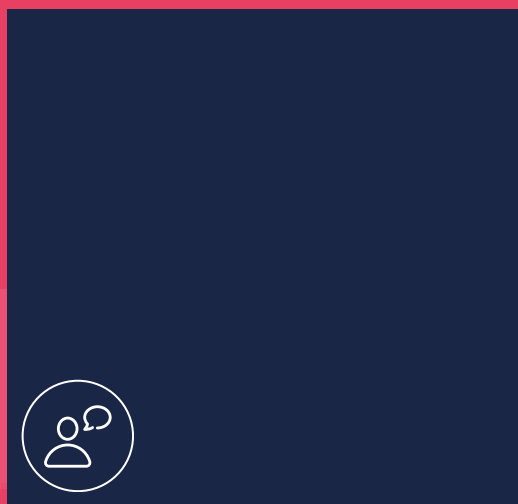
Progression Routes

The programme prepares you for roles including Learning and Development (L&) Lead, L&D Business Partner, E-learning Developer, People Development Officer.

Career Pathways



Coaching, Learning and Development Practitioner
Level 3



People Development or Training Manager roles

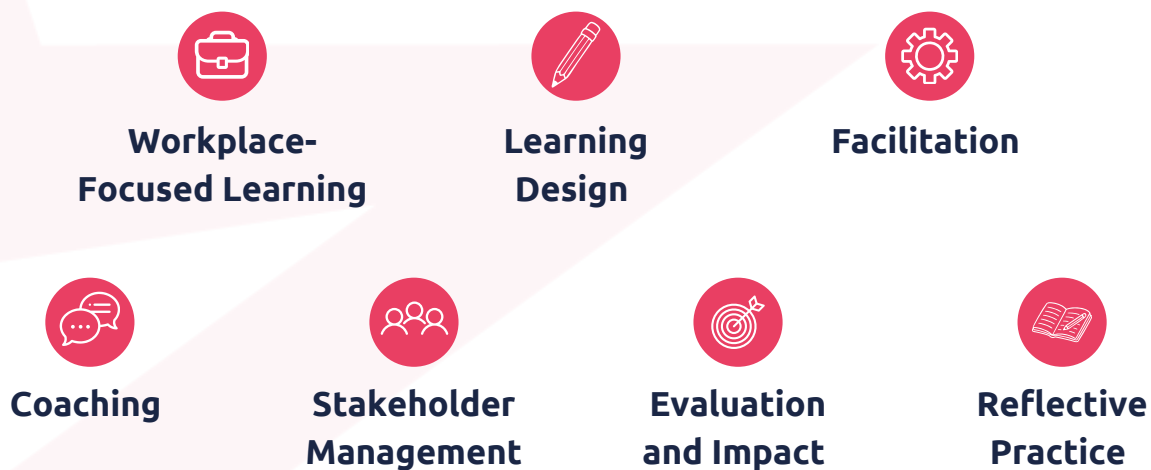
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Learner Benefits

Learners on this programme will complete an additional ILM Level 3 Award in Effective Coaching, developing practical coaching skills alongside the apprenticeship standard.

Activities are designed around real organisational priorities, allowing learners to apply learning immediately.

The programme develops expertise in:



What will you learn

The Coaching, Learning and Development Practitioner apprenticeship will help you develop the required skills for developing a career in management, coaching, or people development roles. These include identifying and analyse learning needs, establishing team and individual capability and learning gaps, in line with organisational performance outcomes and to enable effective evaluation.

This programme includes modules focused on the delivery of programmes focusing on how you can best manage participation, attitudes and behaviours to reach learning objectives and use effective coaching skills to enable learners to achieve learning objectives, helping you develop your coaching or management skills.

Off the job training

Off-the-job hours are a vital part of this apprenticeship. Training is directly relevant to the programme and can take many forms, including:

- Individual study time for reflection and growth
- Apprenticeship tutor sessions and webinars
- Group learning opportunities (like inset days)
- Shadowing experienced colleagues
- Mentoring from line managers
- 1:1 performance reviews and feedback
- Attending meetings and briefings
- Learning new policies
- Relevant YouTube/TV shows
- Professional development
- Online courses
- Enrichment activities
- Research and learning
- Collaborative planning/resource preparation

At LMP, the supportive tutors will work closely with you to create a personalised training plan that meets all requirements for this programme.



Striving for a Distinction - we provide distinction criteria for all apprentices and encourage everyone to strive for the best outcome.

End point assessment

End-point assessment (EPA) is **an independent assessment that takes place at the end of the apprenticeship training**. This is to test that the apprentice is competent in their occupation. All apprentices must complete an EPA. There are a variety of assessment methods to test apprentices' competency.

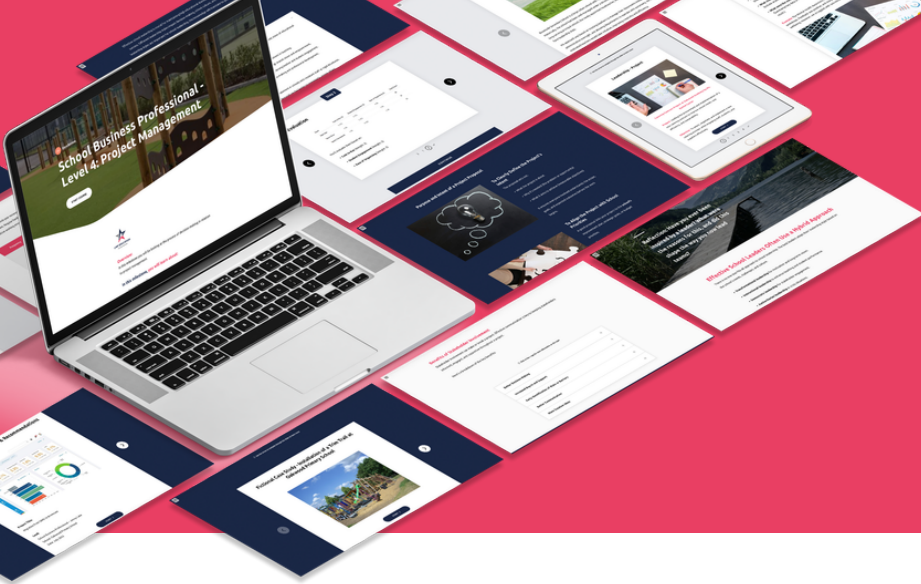
Gateway

Gateway takes place before an EPA can start. LMP Education will work with the employer to **review their apprentice's knowledge, skills and behaviours**. This period of time is used to see if the apprentice has met the requirements of the apprenticeship set out in the apprenticeship standard, and they are ready to take the assessment.

Functional Skills

LMP Education provides functional skills support to all our learners. While functional skills are no longer a requirement for learners who are 19+, LMP still offers functional skills training for those who choose to take the qualification.

[Learn more about functional skills at LMP →](#)



TYPICAL PROGRAMME MODULES

- **Strategic L&D Foundations** – Understand how learning and development drives organisational performance, culture and capability beyond just training delivery
- **Learning Theory in Practice** – Apply proven adult learning theories and modern approaches to design effective, engaging learning experiences
- **Coaching Fundamentals (ILM)** – Build core coaching skills, models and techniques to support learner growth and performance
- **Ethical Coaching & Contracting (ILM)** – Establish professional, ethical coaching relationships built on trust, clear boundaries and effective communication
- **Coaching for Performance (ILM)** – Use structured coaching models, tools and feedback to set goals, monitor progress and improve outcomes
- **Engaging Facilitation Skills** – Deliver interactive, learner-centred sessions across face-to-face, digital and blended environments
- **Inclusive Learning Design** – Create accessible, engaging learning solutions tailored to diverse learner needs and contexts
- **Business-Focused Planning** – Align learning solutions to organisational goals, performance data and workforce capability needs
- **Stakeholder Consulting Skills** – Confidently engage stakeholders, diagnose needs and co-design impactful learning solutions
- **Measuring Impact & Improvement (ILM)** – Evaluate learning effectiveness using data and feedback to demonstrate value and drive continuous improvement

Why LMP Education

LMP Education is an award winning training provider. Our programmes are designed to support both learners and employers in training and upskilling talent across industries. We have a team of expert tutors to support learners at each step of the way on programme and beyond.



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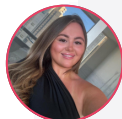


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Our Learners Say

“The best thing about my role and working in a school office is being at the heart of the school community. I love that every day is different and that I get to support staff, pupils, and parents in so many meaningful ways.”



- Sophie Haycock, Bare Trees Primary School

Work with Us

We can support you and your organisation to use the power of apprenticeships. LMP Education is a registered market leading training provider for apprenticeships. Our team can support you with recruiting an new apprentice or upskilling existing staff members. Benefit from our free recruitment service and book a discovery call today to find out more about this programme.



**Employers - book a discovery call
with an apprenticeship expert**
bit.ly/book-lmp-call



**Candidates - enrol today online
check website for cohort start date**
bit.ly/3QhSm6Y

