Grading Amplification for EPA2 – Presentation based on the Learning Journal

KNOWLEDGE LEARNING OUTCOMES The L&D Practitioner will understand:			PASS CRITERIA	DISTINCTION CRITERIA
Technical Expertise	K2	How different learning delivery channels – face-to-face, blended or digital – contribute to effective learning.	Deliver a structured presentation around three examples provided from the Learning Journal that best demonstrate: • How own L&D practice has developed (examples might look at S11, S12, S13, S17, S18, S19, S20, B5) • How own understanding of best practice in a particular area has developed (examples might refer to K2, K4, K8, K9, K10, S11, S12, S13, B5). Articulate how different learning channels contribute to learning with an example from the Learning Journal on considering options for channel/s.	
	K4	The latest learning practice.	Show an understanding of latest learning practice with an example from the Learning Journal on where these have been considered.	

KNOWLEDGE LEARNING OUTCOMES The L&D Practitioner will understand:			PASS CRITERIA	DISTINCTION CRITERIA
L&D Function	K8	The various L&D roles that may be required for effective learning and development in an organisation.	Articulate the key components of an L&D function.	
	K9	Their roles and responsibilities within the L&D structure.		
	K10	The policies and processes required for effective organisation learning.		
Management Information and Technology	K12	How internal information systems can support learning.	Articulate why good internal Information systems and technology can support learning. Provide at least one example from the Learning Journal to support this.	
	K13	How technology supports learning, including understanding of digital platforms / delivery channels as relevant.		

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SKILLS LEARNING OUTCOMES The L&D Practitioner will be able to			PASS CRITERIA	DISTINCTION CRITERIA
Identification of training/ learning needs	S11	Monitor a learner's progress and deliver motivational and developmental feedback.	Articulate why it's important to provide feedback to learners on their progress and illustrate this with at least one example from the Learning Journal	
	S12	Manage participation, attitudes and behaviours to reach learning objectives.	Demonstrate at least one example of where facilitation skills and/or coaching have been used to manage learner participation and support learners to reach learning objectives.	
	S13	Use effective coaching skills to enable learners to achieve learning objectives.		

SKILLS LEARNING OUTCOMES The L&D Practitioner will be able to			PASS CRITERIA	DISTINCTION CRITERIA
Communication and Interpersonal	S17	Communicate and influence through a range of media e.g. phone, face-to-face, email, online / virtual, adapting the style to suit the audience.	Deliver a presentation using appropriate media, such that allows clear delivery of the presentation's key points. Shows competence in delivery style – the key points from the presentation must be understood and have links to the knowledge, skills and behaviour. Articulate how communication and interpersonal skills have developed in the workplace and provide at least one example on how these skills have been used effectively. This may include a suitable method of communication to influence a particular audience. During questioning can articulate the range of their work and the reasons for the actions evidenced in the Learning Journal	Deliver the presentation, using more than one form of relevant media, to best get across the presentations' key points. Demonstrate assured delivery: use examples in the presentation that are: • easy to understand • explicitly linked to the knowledge, skills and behaviour that need demonstrating.
	S18	Build trust and sound relationships with customers/learners/ colleagues.	Articulate how communication and interpersonal skills have developed in the workplace and provide at least one example on how these skills have been used effectively. This may include: • using a suitable method of communication • influence a particular audience • handle a difficult situation/conflict	

			• collaborate within the team • support colleagues	
	S19	Handle conflict and sensitive situations professionally and confidentially.	Articulate how communication and interpersonal skills have developed in the workplace and provide at least one example on how these skills have been used effectively. This may include how a difficult situation/conflict was handled.	
Teamwork and collaboration	S20	Consistently support colleagues / collaborate within the team and L&D to achieve results.	Articulate how communication and interpersonal skills have developed in the workplace and provide at least one example on how these skills have been used effectively. This may include collaboration within the team and supporting colleagues.	Illustrate how development opportunities have been taken further. This may include acting as a role-model for others or supporting other's development.

BEHAVIOURS LEARNING OUTCOMES The L&D Practitioner will be able to demonstrate			PASS CRITERIA	DISTINCTION CRITERIA
Constant and Curious Learner	B1	Proactively look, listen and question to understand and learn.	Demonstrate active use of reflection. Describe using at least one example, of how reflection on activities and/or learning has been undertaken. Articulate how improvements supported future performance – this may be improved knowledge, practical delivery or behaviours. Show an understanding of latest learning practices. This may include providing examples of where these have been considered in the Learning Journal.	Provide examples of where reflective activity has gone to the next level – by providing evidence of actual improvements, implemented in practice, that were the result of reflection. Again, this may be evidence of improved knowledge, practical delivery or business behaviours.
	B2	An interest in new ideas and techniques, seeking and taking on board feedback, identifying areas for self-development.		Provide examples of where reflective activity has gone to the next level – by providing evidence of actual improvements, implemented in practice, that were the result of reflection. Again, this may be evidence of improved knowledge, practical delivery or business behaviours. Illustrate development opportunities that have been taken further. This may include acting as a role-model for others and supporting other's development. Through examples provided or when questioned demonstrate a drive to progress or seek additional learning opportunities. This may include: • proactively sharing new ideas or best practice • by going beyond the requirements of the role

					• looking for additional responsibilities or opportunities, such as work shadowing or additional projects • taking risks to learn or progress.
	B3	A willingness to explore and take risks to learn something new.	Demonstrate active use of reflection. Describe using at least one example, of how reflection on activities and/or learning has been undertaken. Articulate how improvements supported future performance – this may be improved knowledge, practical delivery or behaviours.		Provide examples of where reflective activity has gone to the next level – by providing evidence of actual improvements implemented in practice that were the result of reflection. Again, this may be evidence of improved knowledge, practical delivery or business behaviours. Illustrate development opportunities that have been taken further. This may include acting as a role-model for others and supporting other's development. Through examples provided or when questioned demonstrate a drive to progress or seek additional learning opportunities. This may include: • proactively sharing new ideas or best practice • by going beyond the requirements of the role • looking for additional responsibilities or opportunities, such as work shadowing or additional projects • taking risks to learn or progress.

BEHAVIOUR LEARNING OUTCOMES The L&D Practitioner will be able to demonstrate:			PASS CRITERIA	DISTINCTION CRITERIA
Collaborative Partner	B5	They act with integrity and demonstrate organisational values in the way they interact with others.	Describe what the organisation's values are and illustrate how at least one of those values has been demonstrated when working with others.	Through examples provided or when questioned demonstrate a drive to progress or seek additional learning opportunities. This may include: • proactively sharing new ideas or best practice • by going beyond the requirements of the role • looking for additional responsibilities or opportunities, such as work shadowing or additional projects • taking risks to learn or progress
Passionate and Agile Deliverer	B7	An energy and enthusiasm for their work, ensuring the focus is always on delivering the best learning outcomes and impacts.	When questioned provide an example from the Learning Journal that illustrates energy and enthusiasm for work. This may include illustrating how actions taken have supported completion of a task/project.	Demonstrate that reflection took account of the bigger picture. This may include: • the organisation's objectives • emerging trends • issues in the organisation's sector or in L&D. Illustrate development opportunities that have been taken further. This may include acting as a role-model for others and supporting other's development. Through examples provided or when questioned demonstrate a drive to progress or seek additional learning opportunities. This may include:

				• proactively sharing new ideas or best practice • by going beyond the requirements of the role • looking for additional responsibilities or opportunities, such as work shadowing or additional projects • taking risks to learn or progress
	B8	Responsiveness and flexibility to changing business and learner needs.	When questioned can provide an example from their Learning Journal that demonstrates their ability to manage multiple tasks/competing priorities and take a flexible approach – for example they can describe what they did to manage these tasks, any systems they put in place to monitor, how they made decisions over prioritisation.	Through examples provided or when questioned demonstrate a drive to progress or seek additional learning opportunities. This may include: • proactively sharing new ideas or best practice • by going beyond the requirements of the role • looking for additional responsibilities or opportunities, such as work shadowing or additional projects • taking risks to learn or progress
	B9	Personal resilience to manage competing priorities		
	B10	Confidence in Delivery	Deliver a presentation, using appropriate media that provides for clear delivery of the presentation's key points. Shows competence in delivery style – the key points from the presentation must be understood and have links to the knowledge, skills and behaviour.	Deliver the presentation, using more than one relevant medium, to best get across the presentation's key points. Demonstrate assured delivery: use examples in the presentation that are: • easy to understand • are explicitly linked to the knowledge, skills and behaviour that need to be demonstrated

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