

CIPD



Level 5 L&D Consultant Business Partner

Learning Journal and Employer Declaration Form

Issue 4

The Learning Journal Declaration

This form is to be completed by the apprentice and their line manager. It should be submitted at Gateway along with the learning journal.

Apprentice Name:	
Email & Contact Number	
Line Manager Name:	
Email & Contact Number	

The learning journal is a compulsory document. It is developed throughout on-programme training and must be complete when the apprentice is ready for end-point assessment (EPA).

This is part of confirming competence against the skills, knowledge and behaviours and that the apprentice is ready to take EPA.

The apprentice’s employer must sign-off the journal before it is submitted for review to the CIPD, to ensure the Learning Journal is ready for EPA and shows a true and accurate representation of the apprentice’s work.

Please tick all boxes to confirm the requirements for the Learning Journal. Not providing the requirements below could result in the apprentice not passing through gateway

The Learning Journal	Please tick to confirm
A table of content/summary document has been included	<input type="checkbox"/>
Entries are visible on the summary document and show ‘regular’ appraisal of the learning journey (regular means approximately every four weeks, or more frequently if preferred)	<input type="checkbox"/>
Evidence has been ordered, dated, referenced and is linked to the Knowledge, Skills and Behaviours KSBs	<input type="checkbox"/>
Both on-and-off the job training examples have be highlighted	<input type="checkbox"/>
Journal entries show reflection on the themes of: <ul style="list-style-type: none"> • New and emerging trends and developments in the L&D sector • L&D Specialisms and their Business Impact • Leadership 	<input type="checkbox"/>
A record of consent has be included with evidence, such as photographs, recordings or articles which include any person other than the apprentice	<input type="checkbox"/>

Employer Declaration

The decision as to when the apprentice is ready to move on to the end point assessment is made by the line manager (employer) and the training provider based on their monitoring of apprentice’s progress and the apprentice’s completion of the learning journal. The line manager will make the final decision as to whether the apprentice meets the requirements of the standard.

As the apprentice’s line manager, by signing this statement, you’re confirming the apprentice is performing at or above the knowledge, skills and behaviour standards defined in the Level 5 learning & development (L&D) apprenticeship and you’re confident the apprentice is ready to move on to end point assessment.

I confirm (name of apprentice)

is accountable for ensuring L&D contributes to, and influences, improved performance in the workplace. They have the commercial responsibility and can align learning needs with the strategic ambitions and objectives of the business. I have reviewed their learning journal, and it is a true and accurate representation of their own work. To the best of my knowledge, it is being presented to the CIPD with all the requirements completed correctly.

- The apprenticeship training programme lasted a minimum of 366 days.
- The level 2 English and Maths credentials are eligible according to the ESFA’s requirements.
- The Learning Journal requirements have been confirmed.
- The work-based project plan has been completed using the template provided by the CIPD.
- The proposed date for the professional discussion, presentation and Q&A session is achievable and does not conflict with any other foreseeable events which may prevent it from happening.
- The apprentice has completed the Apprentice Consent Form giving their permission to record the professional discussion, presentation and questioning and for the CIPD to apply for the apprenticeship certification on their behalf.

Apprentice Name			
Apprentice Signature		Date	
Line Managers Name			
Line Mangers Signature		Date	