

Apprenticeship Process: For Staff Development

(Version 1. Updated May 2025)

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Identify Needs

Staff Member:

- Expresses interest in developing skills and qualifications.

Line Manager:

- Identifies opportunities for staff development through upskilling

HR / Organisational Learning & Development Apprenticeship Advisor:

- Supports Initial conversations
- Confirms eligibility

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Application & Approval

Staff Member:

- Completes apprenticeship application form

Line Manager:

- Reviews apprenticeship programme
- Confirms suitability for staff role and work environment
- Supports application
- Confirms ability to release time for study during the apprenticeship programme (6 working hours per week)

HR / Organisational Learning & Development Apprenticeship Advisor:

- Reviews and approves application
- Selects and matches with training provider and cohort

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Onboarding & Commitment

Staff Member:

- Completes apprenticeship application form

Line Manager:

- Signs commitment and agrees to support learning time

HR / Organisational Learning & Development Apprenticeship Advisor:

- Liaises with training provider to enrol learner and to understand support expectations

Apprenticeship Training Provider:

- Conducts initial assessments and starts onboarding

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Apprenticeship Delivery & Support

Staff Member:

- Attends virtual workshops and coaching sessions
- Applies learning in their day-to-day role

Line Manager:

- Supports 6 hours per week of on-the-job learning time
- Monitors progress and supports learning activities through signposting and providing opportunities to practice new skills.

Apprenticeship Training Provider:

- Delivers structured training, 1:1 coaching and ongoing support.

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Reviews & Milestones

Staff Member:

- Participate in regular progress reviews

Line Manager:

- Attends quarterly reviews with training provider (roughly every 3-4 months)

HR / Organisational Learning & Development Apprenticeship Advisor:

- Monitors progress across cohorts and supports data collection, reporting, and governance.

Apprenticeship Training Provider:

- Provide support and assesses readiness for End Point Assessment (EPA)

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End Point Assessment & Completion

Staff Member:

- Undertakes EPA (Portfolio of evidence, project report, interview, presentation etc)

HR / Organisational Learning & Development Apprenticeship Advisor:

- Records achievement and updates Organisational learning and development records.

Apprenticeship Training Provider:

- Prepares learner and submits application for EPA

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Post-Completion

Staff Member:

- Receives Certification of qualification
- Discusses next steps/career progression

Line Manager:

- Aligns new skills with role, responsibilities, or development opportunities

HR / Organisational Learning & Development Apprenticeship Advisor:

- Evaluates impact, identifies future opportunities

For more information on finding an apprenticeship that is the best fit for you or to sign up, [contact the team at hr.learning@lse.ac.uk](mailto:hr.learning@lse.ac.uk).

or submit an expression of interest here: [Apprenticeship Expression of Interest Form](#)

To keep up to date with your professional development opportunities and what's new in Organisational Learning and development, please also check out our website [here](#).