

# Certificate in Learning & Development



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better people | better business

# Certificate in Learning & Development

## Programme Overview

Our Certificate in Learning & Development is an 12 - 18 month programme focused on building your practical, tactical learning and development operational and strategic skills and experience. Over the programme there are a number of recorded webinars to watch, with on the job assignments to complete. These are then assessed and feedback is provided by the Elephant team. The programme also involves assessing your achievement level from the start to the finish.

## Who should attend?

You'll benefit most from the Certificate in Learning & Development if you are in a role which has some responsibility for organising, designing or running training programmes.

You may be:

- In an Office Manager/PA role but with L&D responsibilities
- Working as an HR Administrator, Coordinator or HR Advisor but responsible for learning.
- Be in a Learning Advisor or Learning Consultant role and want a practical qualification that will prepare you to continue your learning career.



## What will you finish with?

The Certificate in Learning & Development is different from tertiary study as you need to be working in a role where you can apply what you're learning, rather than covering theory. You'll work through case studies and review real situations so that you can apply your knowledge and get as much on the job experience as you can. Once you've completed your final assessment you will be awarded your certificate.

## Testimonials

Here is some of the feedback from people completing our other Certificate programmes:

I came into this Certificate with limited knowledge but I now feel my knowledge and skills have significantly increased. The information provided was just so informative and then being able to actually apply that knowledge through the case studies is just fantastic and really helped to bed in the information.

HR Advisor, Massey University

I think it's been a great general overview into areas that apply to my position. Employment Law was great and I got a lot out of that (being a newbie to HR). I really liked Clever Communications too as we are currently doing a refresh of our internal coms.

People & Culture Advisor in an ITO

I'm most proud of completing the assignments. I was very nervous "going back to school", I felt quite exposed submitting assignments to be marked as I haven't done this in a long time. I understand now that I was given an opportunity to fail in a safe environment without judgement.

My biggest learning has been that HR is not black and white. There is a law to support and guide but HR practitioners work a lot in the grey area. HR is usually at the discretion of who is allowed to call the shots.

This course has taught me to take my time, find out the facts and then action them.

HR Advisor, Hospitality company

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## Frequently Asked Questions

### What is the time commitment?

You have two months to complete each of the 8 modules. This involves watching the webinar (which are around 45 minutes) and then completing the assignment which can take between 3 – 5 hours. So blocking out 30 minutes a week, or an hour a fortnight should be enough to complete the Certificate.

We also build in extra time if you have a period of time when your work commitments increase or you are on holiday. Overall to pass the Certificate it must be completed within 18 months.

We've also people who have assigned more time and completed the Certificate within 12 months.

### Is it NZQA?

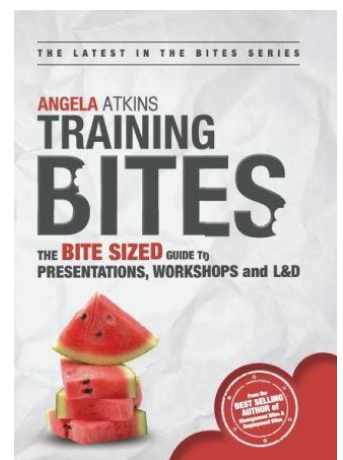
No, we believe that our programmes provide exceptional learning and adjusting them to be NZQA would affect the learning outcomes we are able to achieve.

You will receive a copy of Training Bites as your Certificate textbook.

### Are the assignments pass or fail?

The Certificate is designed to develop your skills and experience in designing and delivering effective Learning and Development for your business. The feedback we provide is to help identify what you've done well with the assignment and any other issues you may need to consider, or approaches to take.

If you complete an assignment and have areas where much more thinking and information is required, we will come back to you with guidance on this and you will be able to re-complete the assignment.



### Is there anything not covered?

The Certificate covers key aspects of learning and development including:

- Understanding learning roles, principles and models
- Instructional design foundations and designing learning materials
- Running Training Needs and building a Learning Programme and strategy
- Learning measurement and management
- Building e-learning modules and solutions
- Building a learning culture in your business and being an L&D leader

The one area that is not covered is developing your presenting and facilitating skills. We believe that this has to be done in a workshop and so recommend that you also attend a presentation skills workshop either before or after completing the Certificate.

### Apply for a place

The programme investment is \$1,950 + GST. You will need to complete our on-line application and provide some details of your level of experience and work history so we can ensure this is the right programme for you.

For more information and to apply [click here](#).



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## Module Contents

For the Certificate in Learning & Development, the following on line modules must be completed. For each there is a webiinar to watch and then an on the job assignment to complete. Feedback and coaching from the Elephant HR team on your assignment is then provided and they can also answer any questions you have.

<p style="text-align: center;"><b>Learning Foundations</b></p> <p>This module covers learning fundamentals that every L&amp;D professional should know. You'll cover:</p> <ul style="list-style-type: none"> <li>• The different roles within an L&amp;D career and the skills and experience that are useful for each</li> <li>• Different adult learning principles and models that will apply through your career</li> <li>• Learning technology: what's happening now and what's coming in the future?</li> </ul>	<p style="text-align: center;"><b>Learning Strategy</b></p> <p>Next you need to understand the big picture and how learning fits in your organisation</p> <p>This module takes you through:</p> <ul style="list-style-type: none"> <li>• Different ways you can conduct a Training Needs Analysis (TNA)</li> <li>• L&amp;D frameworks for developing a training programme in your business and reviewing what might work for what types of businesses</li> <li>• Writing your L&amp;D strategy and presenting to the executive team</li> </ul>	<p style="text-align: center;"><b>Instructional Design Foundations</b></p> <p>Instructional design is a skill in its own right. This module takes you through:</p> <ul style="list-style-type: none"> <li>• Understanding different learning styles including VARK, Kolb and more</li> <li>• ID models and concepts</li> <li>• Writing effective learning objectives vs learning outcomes</li> <li>• How to structure different types of learning sessions</li> <li>• What to include to make learning sessions engaging</li> </ul>
<p style="text-align: center;"><b>Designing Learning Materials</b></p> <p>To accompany a learning session, you need to have effective learning materials. This module takes you through:</p> <ul style="list-style-type: none"> <li>• How to design workbooks and manuals to compliment both face to face and online learning: layout, content and styles</li> <li>• Avoiding death by PowerPoint: how to make different types of slide decks</li> <li>• Taking learning materials online and making them mobile</li> </ul>	<p style="text-align: center;"><b>Learning Measurement</b></p> <p>To show the results learning has had, it must be measured. But there are many pitfalls that can happen. This module takes you through:</p> <ul style="list-style-type: none"> <li>• Understanding each of the 4 levels of the Kirkpatrick model</li> <li>• Different ways you can apply the levels and the challenges and issues to consider</li> <li>• Using ROI (return on investment) calculations in different ways</li> </ul>	<p style="text-align: center;"><b>Learning Management</b></p> <p>Managing an existing learning programme has a range of skills attached. This module takes you through:</p> <ul style="list-style-type: none"> <li>• Using learning technology to manage learning and learners</li> <li>• Marketing workshops and programmes to internal &amp; external clients</li> <li>• Outsourcing learning</li> <li>• Social learning fundamentals</li> <li>• Introduction to learning curation</li> <li>• Using storytelling in learning</li> <li>• Managing a learning budget</li> </ul>
<p style="text-align: center;"><b>E-Learning Foundations</b></p> <p>If you need to design some e-learning, then this module will take you through the basics. You'll cover:</p> <ul style="list-style-type: none"> <li>• Understanding different types of e-learning from simple videos, to full automated modules and online systems and which will work for your business</li> <li>• Methods to develop simple e-learning solutions</li> <li>• Innovative e-learning solutions</li> <li>• Models and concepts in e-learning module design</li> <li>• Graphic design for learning</li> </ul>	<p style="text-align: center;"><b>Building a Learning Culture</b></p> <p>You can have the best learning programmes in place, but may still find L&amp;D have to drive learning. Building a Learning Culture change that. This module takes you through:</p> <ul style="list-style-type: none"> <li>• How you can be a learning change agent and define and build the culture needed</li> <li>• Developing a learning brand</li> <li>• Becoming an L&amp;D Business Partner</li> <li>• Training learning champions</li> <li>• Preparing your business for the future</li> </ul>	

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