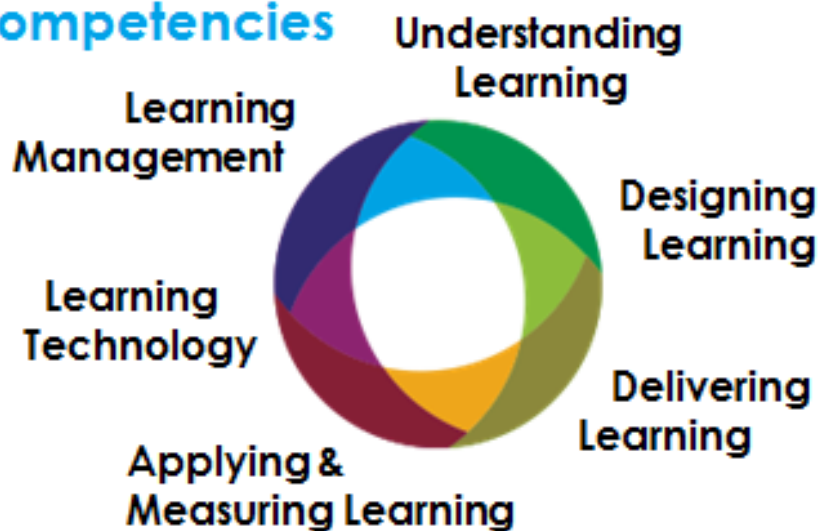




APPNZ Learning Competency Framework

The Association of People Professionals NZ (APPNZ) Learning Professional Competency Model is based on 6 key areas of Learning and defines the outcomes expected at each level. Learning Professionals can use this model to assess where their current skill level is, how this links to their current and future role and what training and development they want to take to grow their skills further.

APPNZ L&D competencies



Learning Competency Framework

Date completed: _____



Understanding Learning

Foundation Level

- Can explain the key points about adult learning principles and what learning is vs training
- Understands the differences between the different roles in learning (trainer, facilitator, ID etc)
- Can describe different learning styles models and how they apply

Intermediate Level

- Can describe how the 70:20:10 model really works
- Can explain how to applying learning principles to increase learning engagement
- Understands learning application and measurement
- Has a knowledge of the trends happening in L&D in NZ and globally

Advanced Level

- Can describe transformational learning culture change models and techniques and application
- Can explain change management principles and factors for being a change agent
- Understands key psychology learning principles and using neuroscience

What is my overall level?

Where do I want to focus on growing my skills in this area?

What actions will I take?	When will I take them?

Learning Competency Framework

Date completed: _____



Designing Learning

Foundation Level

- Can explain differences between training assessments and training needs analysis
- Describes the factors when each may occur & what process could be used
- Understands different learning objectives and learning outcome models
- Can explain different approaches to on the job training and apply this effectively

Intermediate Level

- Can develop and deliver individual training assessments and training needs analysis
- Can explain and use summative and formative assessment methods when designing learning
- Can design a simple e-learning module or webinar or online learning session
- Can identify different instructional design approaches and apply these to different learning activities

Advanced Level

- Can develop and deliver company-wide training assessments and training needs analysis
- Can design and deliver a company-wide learning strategy and training programme

What is my overall level?

Where do I want to focus on growing my skills in this area?

What actions will I take?	When will I take them?

Learning Competency Framework

Date completed: _____



Delivering Learning

Foundation Level

- Being able to use learning principles to prepare effectively for presenting
- Demonstrating effective presentation skills to small groups
- Effective PowerPoint slide design and presenting with slides vs other methods

Intermediate Level

- Understands and demonstrates effective training and facilitation skills in workshops or learning sessions
- Manages discussion groups and role plays effectively
- Can deal effectively with difficult participants
- Uses storytelling and other methods to engage learners

Advanced Level

- Can effectively facilitate different groups of learners up to senior executives with no content
- Can effectively present to large conference groups and engage learners
- Can train other trainers to deliver
- Can explain change management principles for being a change agent

What is my overall level?

Where do I want to focus on growing my skills in this area?

What actions will I take?

When will I take them?

What actions will I take?	When will I take them?

Learning Competency Framework

Date completed: _____



Applying & Measuring Learning

Foundation Level

- Can explain and apply KirkPatricks model to designing and measuring learning
- Demonstrates how to include simple tests in workshops, webinars or e-learning
- Has designed and used L1 happy sheets and L2 Knowledge assessments

Intermediate Level

- Can describe different methods to measure L3 impact of learning
- Can explain different tools and technology that can be used
- Demonstrates using learning outcomes to drive strategy and operations

Advanced Level

- Can develop a Business Case for measurement of learning programmes
- Demonstrates how to measure L4 impact and calculating Return on Investment
- Can explain other calculations for learning measurement
- Can explain and demonstrates different ways to report learning outcomes to senior leaders

What is my overall level?

Where do I want to focus on growing my skills in this area?

What actions will I take?	When will I take them?

Learning Competency Framework

Date completed: _____



Learning Technology

Foundation Level

- Can explain how to use an LMS effectively
- Can describe other technology tools that can support learning

Intermediate Level

- Can use different e-learning programmes (Articulate, Captivate etc) and train others on these
- Can apply visual design principles to learning using different technologies (InDesign etc)
- Explains social learning concepts and how to apply these
- Can describe different tools for curation of learning and pull learning

Advanced Level

- Can describe different tools for creating a learning culture and how these apply
- Can demonstrate how Social learning links with learning culture and L&D strategy
- Demonstrates using learning technology as part of L&D culture and strategy

What is my overall level?

Where do I want to focus on growing my skills in this area?

What actions will I take?	When will I take them?

Learning Competency Framework

Date completed: _____



Learning Management

Foundation Level

- Can effectively manage advising on multiple learning activities

Intermediate Level

- Can an effectively manage a training programme - liasing with internal and external providers
- Can explain how to manage a learning budget
- Can identify methods to manage a programme using an LMS and other technology

Advanced Level

- Manages and develops the capability of the internal L&D team
- Can explain and apply project management principles when rolling out an L&D programme
- Demonstrates how to develop and implement a learning strategy and budget
- Can explain their company learning lifecycle and demonstrate building a learning culture and brand
- Develops and manages effective coaching and mentoring programmes

What is my overall level?

Where do I want to focus on growing my skills in this area?

What actions will I take?	When will I take them?