



INSTITUTE FOR
LEARNING
PRACTITIONERS



CERTIFIED
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CERTIFIED LEARNING PRACTITIONER



THE PROFESSIONAL BENCHMARK

The Certified Learning Practitioner (CLP) Program gives you recognition for being a professional facilitator – appreciation by your peers and clients for your extensive experience and qualifications. Your competitive advantage will be maintained through exclusive networking and ongoing profes-

CLP: RECOGNITION FOR MASTER FACILITATORS

CLP is the master professional benchmark for learning facilitators. It is recognition for both formal and informal education and successful application of your learning and development knowledge and skills, and ongoing commitment to professional development.

The Certified Learning Practitioner Program:

- Defines excellence in the learning and development profession and practical experience
- Advances your knowledge with continued professional development and networking
- Promotes the learning and development profession by recognising only qualified facilitators

CLP PROGRAM OBJECTIVES

The CLP Program is designed to:

- Define the learning and development profession by experience and competence and establish an industry recognised standard
- Ensure that the learning and development profession continues to advance with expansion of knowledge and skills
- Protect the image of the profession by ensuring that only experienced and qualified learning and development professionals are recognised as "CLP Master Facilitators"

BENEFITS OF BECOMING A CERTIFIED LEARNING PRACTITIONER

- A broader client base to grow your income, experience and expertise
- International recognition of competence in facilitation
- Listed on ILP's preferred facilitator database
- Opportunities to present at ILP Public Programs, Events or Conferences for learning and development professionals and clients.
- Publish your research and materials on ILP web site
- Use of post-nominal's ILPF (Fellow)
- Preference for national board and council positions
- Ability to judge ILP Awards for Facilitation Excellence

BECOMING A CERTIFIED LEARNING PRACTITIONER

ENTRY CRITERIA

Each CLP application will be assessed on the individual's merits. To qualify, CLP applicants typically have:

- Minimum 10 years practical facilitating experience
- Recognised educational qualifications and accreditations
- Professional Achievements in the learning and development field

HOW ASSESSMENT WORKS

CLP certification is based on assessments of career achievements, practical experience and ongoing education.

To be successful the applicant must accumulate a minimum of 800 points across all three areas.

ASSESSMENT CRITERIA EXPLAINED

1. Educational Qualifications

A degree or post graduate qualification together with a Certificate IV in Training and Assessment (TAA4014) is the basic education level. It is however, recognised that people can enter the learning and development profession without these qualifications and credit is given for completed qualifications in other disciplines and any learning and development studies undertaken.

In some circumstances, substantial facilitating experience can substitute for qualifications. However, in these cases applicants must demonstrate competence acquired through more than 10 years of facilitating specific practice.

3. Accreditations

Applicants have obtained relevant accreditations to support their professionalism and increase the depth of services they provide.

3. Practical Experience

A minimum of 10 years learning and development experience is required.

4. Professional Achievements

Applicants are required to provide a resume of their professional achievements. Evidence of work done, results achieved and career highlights is sought. All claims must be independently substantiated.

MAINTENANCE OF CLP STANDARDS

All CLP's are required to maintain their professionalism by undertaking a minimum of 100 hours of professional development over a three year period.

This commitment, which is subject to random ILP auditing, fosters continued learning and development.

Your professional maintenance program must meet the criteria and policies set by ILP's national advisory group. The majority needs to be structured learning such as training programs, tertiary study and professional development workshops. The remainder of your program can include informal activities such as research and readings.



This information is provided to assist you in filling out your Certified Learning Practitioner (CLP) application. Please take time to read this carefully.

CERTIFIED LEARNING PRACTITIONER PROGRAM

The CLP program provides recognisable standards for ILP members.

It has established the benchmark for learning and development professionals and serves as the mark for qualified practicing professionals. Factors taken into account when assessing CLP applicants include:

Educational Qualifications

The extent to which the applicant has been exposed to, required to think about, demonstrate knowledge in, and apply facilitating concepts and theories in the context of formal, accredited educational programs.

Accreditations

To establish the relevant accreditations the applicant has obtained during their career to support their professionalism and to increase the depth of services they can provide to their clients.

Professional Achievements

The applicant's career progress, functional responsibilities, job assignments and industry experience provide a track record of professional achievement.

Practical Experience

To determine the breadth of learning and development experience the applicant has - in what settings, industries and areas of expertise.

Other Considerations

In the case of senior facilitating learning and development professionals, who do not have relevant academic study, weighting will be given to their experience and impact they have made through their deliverables.

QUANTITATIVE AND QUALITATIVE ASSESSMENTS

CLP MATRIX

The **CLP Matrix** assesses the four criteria used to assess applications.

ASSESSMENT POINT SCORING

Achieving the desired quantitative score of 800 points **does not** automatically attain CLP status nor is falling short of 800 points an automatic set-back. This is because **job titles** and **client assignment titles** may have different meanings under different situations. However, quantitative scoring offers a quick indication of the applicant's standing.

INDICATIVE WEIGHTINGS

Flexibility in the use of job titles, scope of responsibilities, complexity of work assignments, etc., varies with clients. Client size or contract value provides some insight into individual's experience and assignments. To overcome these differences, points nominated from the **CLP Matrix** are further multiplied against predetermined weightings.

Total allocations achievable for each criteria:

- Education Qualifications 550 points
- Accreditations 350 points
- Professional Achievements 300 points
- Practical Experience 250 points

QUALITATIVE ASSESSMENT

Points scored are reviewed against qualitative factors like career path, job assignments and experience.

CLP MATRIX

Example 1 <i>Learning & Development Manager with 10 yrs experience</i>		CLP Points	Weighting	Weighted Points
A	<i>Educational Qualifications B.Edu, & Cert IV in TAA40104</i>	300	n/a	300
B	<i>Accreditations DDI Facilitator</i>	100	x 1.3	130
C	<i>Professional Achievement L & D Manager</i>	150	x 1.3	195
D	<i>Practical Experience 10 years</i>	200	n/a	200
Total Points Achieved		750		825

Example 2 <i>Facilitator with 15 years experience</i>		CLP Points	Weighting	Weighted Points
A	<i>Educational Qualifications Diploma in Facilitation & Cert IV in TAA</i>	300	n/a	300
B	<i>Accreditations MBTI & TMS</i>	100	n/a	100
C	<i>Professional Achievement RTO</i>	200	x 1.3	260
D	<i>Practical Experience 15 years</i>	200	n/a	200
Total Points Achieved		800		860

It is useful to note that specific details of work done or results achieved help with assigning points i.e. details of your involvement in the successful launch and establishment of a program or workshop. Printed materials offer good support.

EDUCATIONAL QUALIFICATIONS

The Institute will not accept academic claims at face value. Assessors reviewing academic qualifications need to understand exactly what facilitating subjects you have undertaken. Qualifications examples must provide examples to support your claim or core expertise.

DECLARATION

Make sure the Declaration is completed. The Institute must have your authority to verify claims made in your application. Applications submitted without a completed Declaration will not be processed.

ASSESSMENT PROCESS

ILP's assessment process is comprehensive and subject to audit by external parties.

OTHER CONSIDERATIONS

In cases of highly experienced senior learning and development professionals who may not have the option of relevant academic study, merit will be considered using career history, experience and other details provided under 'Practical Experience'.

TIMING

Due to the comprehensiveness of the assessment process and verification, Applications take about 3 – 5 weeks depending on the time required for authenticating information submitted.

CERTIFIED LEARNING PRACTITIONER APPLICATION FORM

YOUR DETAILS

Title *First Name(s)*

Surname

Organisation

Business Address

Suburb *State* *Postcode*

Tel *Fax*

Mobile

Email

Personal Address

Suburb *State* *Postcode*

Preferred Postal: Business Personal

ILP Membership Level Associate Member Fellow

EDUCATIONAL QUALIFICATIONS/ACCREDITATIONS

Describe in full the official titles of your qualifications including the awarding institution and year of award. Please attach additional information as required and attach photocopies of certificates and academic transcripts.

ENDORSEMENT

The applicant/member must endorse copies of certificates and transcripts.

Notes: If the qualification involves Majors, Honours etc, please state clearly. For qualifications obtained through research or a combination of research and coursework, please briefly explain the research topic. For institutions located outside Australia, please name the country where the institution is based.

Qualifications/Accreditations	Institution/Company	Year of Award
1.		
2.		
3.		
4.		

DECLARATION (IMPORTANT! Please ensure you complete the Declaration)

Have you, or the organisation(s) you are/were involved with, been convicted of any civil or criminal offence, inquiries, etc. that are likely to impact on the outcome of this application? Please tick: No, I have not been involved in anything that is likely to impact on the outcome of this application. Yes, I have and attached are the dates, nature and status of such convictions, litigation, activities, investigations, inquiries etc.

I, _____ hereby declare that all of the information provided in this application is to the best of my knowledge true and accurate. For the purpose of verifying my qualifications and work experience/employment history, I authorise the Institute for Learning Practitioners (ILP), or its representatives, to contact the persons, organisations and institutions noted in this application. I understand all applications will be treated with diligence and confidentiality will be respected at all times. I accept the decisions for CLP certification by the Institute of Learning Practitioners as final.

When certified, I agree to:

- abide by and uphold ILP's Professional Standards of Conduct; and
- maintain CLP professional standards by undertaking continual development initiatives;

Signature _____ Date _____

BRIEF SURVEY OF YOUR ORGANISATION

Choose the most appropriate answer that best describes the business entity in which you work e.g. for a large diversified corporation or multinational the measure relates to the relevant strategic unit that you are part of, not the whole corporate entity

EMPLOYEES < 10 50 - 99 100+

FOR BUSINESS OWNERS / PARTNERSHIPS / COMPANIES

YEARS IN BUSINESS YRS

TURNOVER LAST FINANCIAL YEAR \$ _____

AREAS OF EXPERTISE

- | | |
|---|--|
| <input type="checkbox"/> Assertion Skills | <input type="checkbox"/> Mentoring Skills |
| <input type="checkbox"/> Business Planning | <input type="checkbox"/> Motivation |
| <input type="checkbox"/> Change and Transition | <input type="checkbox"/> Negotiation |
| <input type="checkbox"/> Coaching Skills | <input type="checkbox"/> Performance Management |
| <input type="checkbox"/> Communication Skills | <input type="checkbox"/> Personality Profiles |
| <input type="checkbox"/> Professional Presentations | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Conflict | <input type="checkbox"/> Public Speaking and Presentations |
| <input type="checkbox"/> Conflict Resolution Skills | <input type="checkbox"/> Recruitment & Selection |
| <input type="checkbox"/> Consulting / Org Development | <input type="checkbox"/> Relationship Building |
| <input type="checkbox"/> Cultural Diversity | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Emotional Intelligence | <input type="checkbox"/> Team building and development |
| <input type="checkbox"/> Frontline Management | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Leadership Skills | <input type="checkbox"/> Training and Facilitation |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Other _____ |

YOUR CURRENT ROLE/JOB DESCRIPTION

Position _____

Division/Department _____

Time in Current Position years and/or months

Time in Current Organisation years and/or months

Major Responsibilities

Describe your organisations' core business or activity



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THE CLP PROGRAM IS DEDICATED TO:

- RAISING THE BENCHMARK OF THE LEARNING AND DEVELOPMENT PROFESSION
- PROVIDING CONTINUAL PROFESSIONAL DEVELOPMENT
- DEFINING A NEW STANDARD FOR FACILITATION EXCELLENCE
- SHARING RESOURCES, KNOWLEDGE AND SKILLS