



INFORMATION FOR AND INTERNATIONAL CLIENT LOOKING FOR A CAREER AS A TRAINING AND DEVELOPMENT PROFESSIONAL IN BC

OVERVIEW

Careers in training, education and related work include working as an instructional designer responsible for planning and preparing instructional programs; educational consultant working with other professional educators to strengthen their teaching and related work; or as an education technology specialist who supports faculty in designing, planning for and using technology. Such professionals work in schools, universities, and other academic settings as well as industries supporting education.

Such professionals design and develop instructional materials and broader initiatives to improve performance of individuals and organizations. They need strong skills in research methods to support that proposed designs are evidence-based. They apply learning theories to ensure instructional strategies address the realities of human learning and cognition. Such individuals are proficient in designing games, using production tools, consulting, administering, and evaluating educational programs.

Such professionals may work as learning and development specialists, as a training and development manager or a learning and environment consultant among other careers.

LEARNING AND DEVELOPMENT SPECIALIST

These individuals focus on instructional design, building on learning and development materials and consulting with experts to support employee development. This position generally exists within a company interested in continuous employee growth and development. A learning and development specialist often works in a team to provide employees with learning opportunities and makes support solutions available which in turn help meet business goals.

They also focus on strengthening the knowledge and abilities of all employees, as well as potential partners. This person generally utilizes intentional learning to develop, design, and implement all learning solutions. They are comfortable working with people and interested in the professional development of colleagues.

Critical thinking skills are essential, as a learning and development specialist must be able to identify common practices and appropriate solutions. This person must also be

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able to implement proven learning techniques, as well as develop systems appropriate for their company's unique needs.

This position typically requires a bachelor's degree in a relevant field, as well experience within learning development or instructional design.

Roles and Responsibilities include:

- Assessing, planning, developing, and delivering training and learning initiatives.
- Evaluating and selecting learning software and training initiatives.
- Creating and adapting curriculum for a variety of audiences and learning delivery methods.
- Collecting data and analyzing the impact of long-term and specific initiatives.

TRAINING AND DEVELOPMENT MANAGER

This individual helps a company with internal effectiveness and ability. Their responsibilities mainly consist of providing support to employees through various types of training and include holding workshops to introduce techniques to the entire staff or working one-on-one with employees. The training and development manager facilitates the growth of the individual performance of a worker and their ability to work effectively as part of a team. As such, the job may include developing and facilitating team-building exercises and helping with training new employees on company policies and procedures.

Training and development managers usually have a bachelor's degree in a business-related field or psychology. In addition, since the position involves a great deal of employee oversight, a human-relations background may be preferred. The ideal candidate also exhibits excellent interpersonal skills and the ability to stay organized even while performing a wide variety of tasks.

Responsibilities include:

- Coaching and supporting staff through operational changes and supervision issues (change management).
- Creating, refining, and disseminating training manuals and other educational materials.
- Preparing training budgets and evaluating instructor costs and performance.
- Supporting performance management and reviewing process for supervisors and employees.
- Leading and evaluating training programs, orientation, and personnel development.

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CONSULTANT, LEARNING AND DEVELOPMENT

As a consultant, this person provides strategic leadership for the learning initiatives for an educational institution. They work with all the key stakeholders to assess, identify, and prioritize learning deliverables. They first define the scope of the learning initiative and then work with members of the educational institution to implement the new learning initiative. They establish how to test and examine the new initiative to determine if success was achieved, reviews the data collected and adjusts as needed, to achieve organizational goals. They may also identify new policies and procedures that can be integrated into the organization.

This position is technical and managerial in nature and a minimum bachelor's degree in a relevant field is required. Strong problem solving, communication and effective leadership skills are essential as is a dedication to ethics and integrity in an educational system.

INSTITUTE OF PERFORMANCE AND LEARNING – formerly *Canadian Society for Training and Development (CSTD)*

The Institute offers a Master Certificate in Performance and Learning Competencies (aka MCPLC). It is a collection of four individual certificate courses - Assessing Performance Needs + Evaluation, Designing Learning Experiences Facilitating Learning, Partnering with Clients. Completion of each course gives an individual certificate while completion of all four earns the MCPLC. Each course directly aligns to the Competencies for Performance and Learning Professional, the industry's guidebook. For some, the four courses are good preparation for the CTDP certification.

The Institute provides both a Certified Training Practitioner (CTP) and Certified Training and Development Professional (CTDP) certifications.

The CTP is designed for those who focus on training and partnering with clients. At least one-year of experience across the competencies in a training or facilitation role is required. Once accepted, the candidate completes a knowledge exam plus a practical assessment based on the facilitating learning competency.

The CTDP certification is for professionals have a minimum 4-years full time experience across all the competencies. Certification requires completion of a knowledge exam and practical assessment showcasing at least one competency.

The certification [handbook](#) and [CTP/CTDP fact sheet](#) provide more detailed information on both credentials. (Note the portfolio path for the CTDP is no longer available).

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RELATED UNIVERSITY PROGRAMS

Royal Roads – [MA in Learning and Technology](#) is a two-year, 33-credit program that responds to the demand for qualified professionals who have the knowledge and skills to lead the planning, design, development, implementation, and evaluation of contemporary learning environments. Graduates of this program will be able to work in the creation and evaluation of digital learning environments and apply theoretical and practical knowledge to critically analyze learning innovations and assess their impact on organizations and society.

The university also offers a 9-credit (three courses) [Graduate Certificate in Instructional Design](#). Credits from this program can be applied to the Graduate Diploma in Technology-enhanced Learning and Design. While applicants are assessed on their academic credentials, work and personal experience those without a formal education may be assessed by prior learning assessment and recognition (PLAR) (flexible admissions policy).

The [Graduate Diploma in Learning and Technology](#) is an 18-credit program designed for those working in the field of technology-mediated education. It builds on applicant knowledge and practical skills and prepares individuals for management-level positions in areas of program design, development and evaluation. The program addresses the need for online facilitators who can incorporate technology into the teaching and learning environment effectively.

International Baccalaureate (IB) Educator Certificates and Leadership Certificates

The IB certificate in teaching and learning and the IB advanced certificate in teaching and learning research confirm to prospective employers in the international education community that you have a deep understanding of IB programmes

The IB certificate in teaching and learning is program specific. The institutions that are recognized to offer programs for this certificate encourage applicants to focus their studies on one of the IB's four programs (Primary Years Program, Middle Years Program, Diploma Program, Career-related Program. Participants investigate one IB program with respect to the following areas of inquiry: curriculum processes, teaching and learning, assessment and learning, or professional learning.

The IB advanced certificate in teaching and learning research is not program specific but reflects a deeper level of understanding of all aspects of an IB education. Participants identify areas of interest within their own IB practice and © International Baccalaureate Organization 2017 focus on the following areas of inquiry: contemporary

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issues in IB education, linking theory to practice in the IB context, building capacity for practitioner inquiry, or researching practice

Teaching experience is required for the IB advanced certificate as it is aimed at experienced educators who have gained a deep understanding of an IB programme through teaching the program for a number of years. A large component of the IB advanced certificate in teaching and learning research is a participant's ability to reflect on their own IB teaching experience.

RESOURCES

Institute of Performance and Learning - <https://performanceandlearning.ca/>

Institute of Performance and Learning - Recognized Programs - <https://performanceandlearning.ca/page/recognizedschools>

Institute of Performance and Learning - I4PL Certification Portfolio Path Fact Sheet - https://cdn.ymaws.com/performanceandlearning.ca/resource/resmgr/certification_docs/i4pl_portfolio_certification.pdf

International Baccalaureate (IBO) - <https://www.ibo.org/>

JOB BOARDS

Indeed - <https://ca.indeed.com/jobs?q=Ctdp&l=Vancouver%2C+BC>

Institute for Performance and Learning Professionals - https://careers.performanceandlearning.ca/jobs?country=Canada&state=British+Columbia&city=Vancouver&zip=&latitude=49.2496600&longitude=-123.1193400&keywords=&city_state_zip=Vancouver%2C+British+Columbia&locale=en&page=1&sort=relevance&job_id=

Workopolis - https://www.workopolis.com/jobsearch/find-jobs?ak=training+ctdp&l=Vancouver%2C+BC&job=-SuMMfvVVAHrMir5Hu8p98BIZ-jOCzbFW6sLi01JZemJfLKfnub_BA