

# HR People Professional

Level 5 | 22 months (plus 3 months EPA)

Cost: £11,000

## PROGRAMME SUMMARY

This apprenticeship is for individuals who are working at HR Partner/Consultant level and leading a team with an HR portfolio. All apprentices will be required to coach and support others in the organisation, to understand the role of HR in a business context, deliver on HR key performance indicators and understand HR policies and procedures.

Upon completion of this apprenticeship, the candidate may be eligible to progress onto the Level 7 Senior People Professional course.

## QUALIFICATIONS ACHIEVED

- Associate Diploma in People Management
- HR People Professional Level 5 Standard

During the apprenticeship the learner can apply for Student Membership to the Chartered Institute of Personnel and Development (CIPD) and on completion the successful apprentice may be eligible to apply for Associate Membership of the CIPD.

This apprenticeship contains options for HR specialisms and for people with management responsibilities.

## WHO IS SUITABLE?

The apprenticeship is aimed at individuals currently fulfilling an HR role, and who within this role:

- Lead on HR projects
- Understand the Business and HR Business Plan
- Support and deliver key HR KPIs
- Deliver coaching, mentoring and advice to line managers.



Typical job titles include:

- Human Resources Consultant
- HR Business Partner
- HR Manager.

They will be required to make decisions and recommendations on what the business can or should do in a specific situation.

In addition, individuals should be able to demonstrate an ability to communicate across all levels in the organisation through a variety of mediums.

## ENTRY REQUIREMENTS

Employers will identify entry requirements through vocational skills assessment with support from Total People and the use of an Electronic Scorecard.

Learners without Level 2 English and maths must achieve these Functional Skills within the first six months on the programme and prior to completion of the apprenticeship.

In addition, learners should also have:

- A minimum of five years' experience working in HR plus familiarity with the role covered by the apprenticeship
- Current CPD activity that shows they are up to date with developments in the sector
- Technical and management expertise to ensure they can assess all areas of the Standard
- Understanding of any qualification used within the apprenticeship.

## EMPLOYER RESPONSIBILITIES

Your responsibility as an employer is to support your apprentice throughout their apprenticeship. You should ensure you have allocated a mentor, which could be their Line Manager. The mentor will be their key support person who will motivate the apprentice, ensure they are engaged and help to drive progression. This will ensure all learning and assessments are completed by the practical planned end date. Once the learning is completed you will support the apprentice during their gateway period through to End Point Assessment. You are required to adhere to the key responsibilities below.

Key responsibilities:

- Be aware of and have an understanding of the knowledge, skills and behaviours within the apprenticeship standard and any mandatory qualifications
- Take part in bi-monthly progress reflections
- Ensure that apprentices can complete their planned off-the-job activities
- To give the apprentice opportunity to evidence progress and active learning monthly
- Allow the apprentice time to attend English and maths training which is additional to the off-the-job hours
- Use OneFile to track your apprentice's progress.

## TOPICS AND UNITS

- Organisational Performance and Culture in Practice
- Evidence-based Practice
- Professional Behaviours and Valuing People
- Employment Relationship Management
- Talent Management and Workforce Planning
- Reward for Performance and Contribution.

Plus choose one of the following optional units:

- Specialist Employment Law
- Advances in Digital Learning and Development.

## END POINT ASSESSMENT

**EPA 1** – You will produce and deliver a presentation to an independent assessor. You must submit your presentation slides and any supporting materials to the EPAO by the end of week 5 of the EPA period. The presentation and questions will last at least 50 minutes. The independent assessor will ask you at least six questions.

**EPA 2** – You will have a professional discussion with an independent assessor. It will last 75 minutes. They will ask you at least seven questions. The questions will be about certain aspects of your occupation. You need to compile a portfolio of evidence before the EPA gateway. You can use it to help answer the questions.

**EPA 3** – You will complete and submit the assignment for unit 5COO3 of the diploma.

## OFF-THE-JOB TRAINING

Off-the-job training is a critical and important element within the apprenticeship. Apprentices must complete the minimum requirement for the off-the-job training, which is a minimum of six hours per week or the equivalent over the practical learning duration (20% of capped 30 working hours).

Off-the-job training must deliver new skills and knowledge that are directly relevant to the apprenticeship standard and can include:

- Teaching of theory via blended delivery methods
- Practical training
- Work shadowing
- Supported learning and time spent writing any assessments.

# ROADMAP

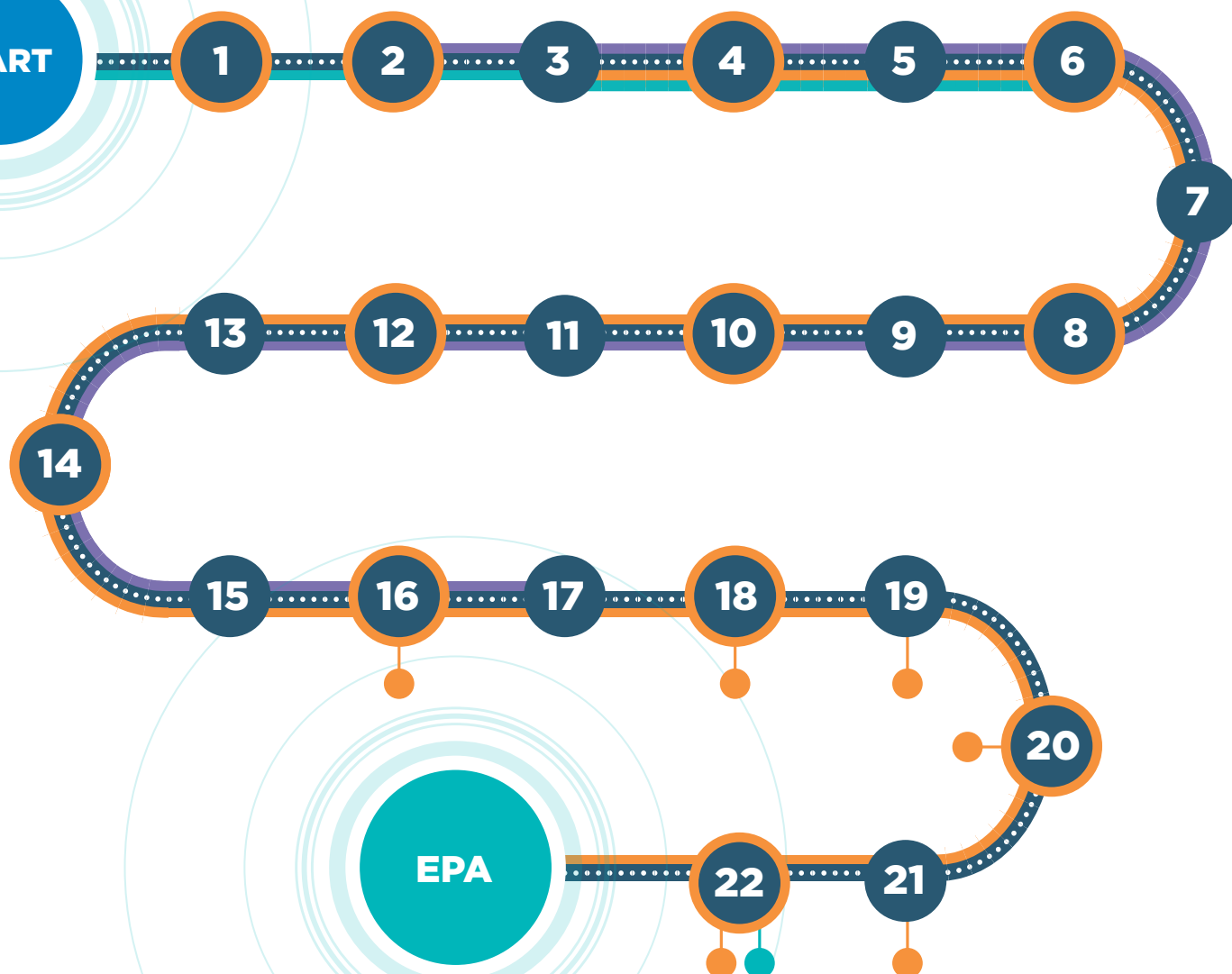
## KEY

- Embedding Skills and Behaviour
- Knowledge Delivery
- Functional Skills

- Progress Reflection
- EPA Prep
- Gateway Review

MONTHS

START



### Topics covered

- Organisational Performance and Culture in Practice
  - Evidence-based Practice
  - Professional Behaviours and Valuing People
  - Employment Relationship Management
  - Talent Management and Workforce Planning
  - Reward for Performance and Contribution
- Plus choose one of the following optional units:
- Specialist Employment Law
  - Advances in Digital Learning and Development

### Off-the-job activities

- Course orientation to programme and OneFile courses
- Module activities, self study and knowledge development
- Seven module reflection and learner activities
- OneFile courses and reflection
- Completion of workplace activity
- Shadowing and company policies
- Support/preparation for EPA

### EPA activities

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# GET IN TOUCH

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**enquiries@totalpeople.co.uk**  
**0371 705 2025**  
**totalpeople.co.uk**

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