

# PEOPLE PROFESSIONAL APPRENTICESHIP LEVEL 5

## EMPLOYER TRAINING & APPRENTICESHIPS

For new or existing staff

### Qualification

**Level 5 Associate Diploma  
in People Management.  
Associate Membership  
of CIPD while studying.**

**Completers may want to progress to  
Higher level CIPD Human  
Resources qualifications**

People Professionals play a key role in supporting the business to meet its strategic objectives by driving forward the People agenda. People Professionals are responsible for various activities from attracting, recruiting, developing and retaining talent, managing payroll and benefits, supporting positive employee relations and ensuring compliance with employment law.

The broad purpose of the occupation is to support the business to meet its objectives through the people agenda and relative initiatives. People expertise will be used to provide advice, views and challenge to the business, enabling the role to be involved in a wide range of projects and tasks.

#### Delivery model and duration:

Workplace and workshop  
delivery

**Duration: 22 months  
plus 4 months End  
Point Assessment**

#### Ideal for:

- HR Consultant
- HR Partner
- HR Talent Manager
- HR Operations Manager

#### The apprenticeship will cover the following core areas:

- HR consultancy; developing and delivering HR solutions
- HR policies and procedures
- Lead the HR contribution to business change and business projects
- Lead the improvement of people within the organisation
- Research, analyse and present HR business data
- Continuous professional development in line with legal, policy and process changes

#### Benefits to business:

- Upskills existing staff and manage succession planning
- Focused high performing teams
- Increased profitability in your organisation
- Increase staff retention and experience

#### Entry Criteria:

- GCSEs in English and maths grade 9 - 4 or A\* - C and completion of HR Level 3 qualification

#### Benefits for learners:

- Build confidence as a HR Consultant/Partner
- Use existing work projects to inform your assignments
- Specialise in a wide range of human resource skills
- Obtain a nationally recognised qualification

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**GC**  
Gloucestershire College

# HR CONSULTANT APPRENTICESHIP LEVEL 5

## Components

English and Mathematics  
Functional Skills Level 2

## End Point Assessment

The End Point Assessment will test the entire Standard, and be undertaken as follows:

- Presentation with questions
- Professional discussion underpinned by a portfolio of evidence
- Integrated Assessment - Assignment

Unit	Overview
Organisational performance and culture in practice	This unit examines the connections between organisational structure and the wider world of work in a business context. It highlights the factors and trends, including the digital environment that impact on business strategy and workforce planning, recognising the influence of culture, employee wellbeing and behaviour in delivering change and organisational performance
Evidence-based practice	This unit addresses the significance of capturing robust quantitative and qualitative evidence to inform meaningful insight and influence critical thinking. It focuses on analysing evidence through an ethical lens to improve decision-making and how measuring the impact of people practice is essential in creating value.
Employment relationship management	This unit examines the key approaches, practices and tools to manage and enhance the employee relationship to create better working lives and the significant impact this can have on organisational performance.
Talent management and workforce planning	This unit focuses on the impact of effective workforce planning in considering the development of diverse talent pools and how to contract and onboard the workforce. It also includes analysis of the potential cost to the organisation if this is poorly managed and the tools and interventions required to mitigate this risk.
Reward for performance and contribution	This unit focuses on how internal and external business factors influence reward strategies and policies, the financial drivers of the organisation and the impact of reward costs. It considers the importance of the role of people practice in supporting managers to make robust professional reward judgements and the impact of rewarding performance
Leadership and management development	This unit builds on the fundamentals of learning and development, taking a closer look at the essential area of leadership and management and how this is critical in developing the right culture and behaviours to establish a working environment which is cohesive, diverse, innovative and high-performing. Choosing the right tools and approaches to facilitate development will ultimately impact organisational effectiveness