

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**

**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 manager
- HR business partner
- Diversity and inclusion manager
- HR consultant partner

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 or relevant HR experience

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 an internationally recognised qualification

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GC
Gloucestershire College

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Components

English and Mathematics qualifications completed in line with the apprenticeship funding rules.

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

Occupational Duties

Implement people strategies and equality objectives for the business.

Address people issues within your area of work, managing risks and creating innovative solutions.

Develop and implement annual people plans and projects. Align to business and people strategies ensuring equity, diversity and inclusion.

Maintain up to date people policies, ensuring developments in people practice are embedded.

Make and present evidence-based decisions for people solutions, drawing on and carrying out relevant research and utilising benchmarking data.

Provide advice, guidance and training to the business on people related issues in line with business policies and employment law.

Develop and maintain inclusive relationships with internal stakeholders to influence and support their people requirements.

Contribute to workforce design and succession planning, identifying future trends and issues across the organisation.

Contribute to the ongoing success and growth to their organisation by providing insight on people related issues.

Evaluate impact of people policies and procedures on the organisation, its culture and its people.

Lead people development such as talent management, coaching and mentoring arrangements, for their organisation.

Support the improvement of the agility and productivity of workforces and organisations, to enable innovation and collaborative working using technology.

Enable the 3 pillars of sustainability (Economy, Society and Environment) and social value.