

# HR CONSULTANT APPRENTICESHIP LEVEL 5

## EMPLOYER TRAINING & APPRENTICESHIPS

For new or existing staff

### Qualification

Level 5 Certificate in  
Human Resource Practice  
Associate Membership of CIPD  
while studying

Completers may want to progress to  
CIPD Level 7 Certificate in Human  
Resource Management

This apprenticeship standard is suitable for HR Professionals working in roles such as HR Business partner or HR Consultant. Learners will use their HR experience to provide and lead the delivery of HR solutions to business challenges, together with tailored advice to the business in a number of HR areas. This apprenticeship is suitable for those working in a generalist HR role, as well as more specialist roles such as resourcing, total reward, organisation development or HR operations. Learners will develop a strong foundation across the whole range of HR disciplines, and the ability to guide and influence managers to change their thinking to enhance the organisation they work in.

#### Delivery model and duration:

Workplace and workshop  
delivery

**Duration: 18 months  
plus 3 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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## End Point Assessment

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

- A consultative project
- A professional discussion

## Components

English and Mathematics  
Functional Skills Level 2

Unit	Overview
Business Issues and the Context of Human Resources	Human resources (HR) professionals will be able to identify and review the business and external contextual factors affecting organisations and to assess the impacts of these factors on the HR function as well as strategy formulation and implementation through critical thinking
Resourcing & Talent Planning	A fundamental part of the human resource (HR) management role is concerned with the mobilisation of a workforce, taking responsibility for ensuring that the organisation is able to access the skills it needs at the time and in the places that it needs them to drive sustained organisation performance. This involves attracting, retaining and, from time to time, managing the departure of staff from the organisation. Achieving this requires insight-driven strategic and operational activity.
Managing and co-ordinating the human resources function	Develop aims and objectives of HR departments in contemporary organisations and particularly on the ways that these are evolving. Different ways of delivering HR objectives and emerging developments in the management of the employment relationship. Exploring published research evidence linking HR activity with positive organisational outcomes. The case for professionalism and an ethical approach to HR is introduced.
Manage Personal and Professional Development	You will look at the benefits of creating a personal development plan and set your own targets to create such plans for yourself, then, with the advice and feedback of others, maintain them.
Developing professional practice	The 'thinking performer' perspective and covers the competencies needed by the HR professional in a personal capacity, when collaborating and working with others, and when functioning efficiently and effectively in an organisational context. It will enable learners to assess their own strengths and identify a continuing professional development (CPD) plan, based on the capabilities required for ethical, business-focused and interpersonal professional conduct.
Using Information in Human Resources	Human resources (HR) professionals need to be able to present a viable and realistic case for improvement based on sound work-based research and an understanding of what is considered good practice. This core unit develops the skills of research and enquiry in order to enable learners to identify appropriate data sources to support an investigation into an area of HR practice and to synthesise and apply this data, to evaluate the role of HR in business and strategy formulation and implementation, and to prepare and present a business case for improvement.
Employee Engagement	This unit is intended to provide learners with a broad understanding of what is meant by employee engagement, including how it can be linked to and yet be distinguished from other related concepts. It covers the components of employee engagement and the processes through which high levels of engagement can be secured and sustained within an organisation, with special reference to the comprehensive application of human resources (HR) policies, strategies and practices.

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