

# PEOPLE PROFESSIONAL APPRENTICESHIP

## EMPLOYER FACTSHEET GROW YOUR OWN TALENT

Train your experienced employees or hire new staff to provide human resources/people expertise within a company or organisation. This role could be called an HR Consultant or an HR Business Partner in different organisations.

### Key Information

|                      |   |
|----------------------|---|
| Level                | 5   |
| Duration             | 22-25 months  |
| Entry requirements   | - 16 years or over.<br>- Please contact our Apprenticeship team for further entry requirements.   |
| Delivery             | A minimum of 30 hours of on the job training at work place per week including a day/ block release to study theory at our Uxbridge/ Hayes/ Harrow campus  |
| Key responsibilities | <p>They could be in a generalist role, where they provide support across a range of People areas – likely to be the Core People option, or a specialist role, where they focus on and have depth expertise in a specific area of People – likely to be Resourcing, Total Reward, Organisational Development, or People Operations.</p> <p>Whichever of these is chosen, they will have a good grounding across the whole range of People disciplines as this is contained in both of the qualification options included in this standard. They will often be required to make decisions and recommendations on what the business can/should do in a specific situation.</p> <p>They will be influencing managers to change their thinking as well as bringing best practice into the organisation. They are also likely to lead the people related elements of business or people projects. Whatever their role, they will need to link the work they do to the context and priorities of the business. In a larger organisation they may be one of a team supporting the business and they may also have responsibility for managing people.</p> |
| Qualifications       | The apprentice will complete an appropriate qualification (as considered most relevant by the employer), within which they will be able to focus on their chosen option, from the Chartered Institute of Personnel and Development:<br>CIPD Level 5 Associate Diploma in People Management  |

### Choose a Trusted Provider



We are a top provider in London with consistently high success rates



We are the largest college provider of apprenticeships in west London



We work with major companies including British Airways Brunel University London & Menzies etc.



Government funding may be available. Eligibility and criteria apply

### Employers we work with:

Walter Smith Fine Foods LTD, Marks and Spencer's, Lloyds Bank, Sanctuary Housing, Volvo, BT, Specsavers, EEF, Canon Europe, Bakkavor, Yorkshire Building Society, Marston's PLC, Severn Trent PLC, Jaguar Land Rover Limited, Civil Service Learning, The Community Housing Group, Carillion PLC, Compass Group plc, McDonald's UK, Dimension Data UK

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## Modules and Content Summary

| Knowledge                    | What is required?   |
|------------------------------|---|
| Analytics and creating value | <ul style="list-style-type: none"> <li>Internal and external sources of data for people management.</li> <li>Prioritisation tools and techniques e.g., priority matrix.</li> <li>Internal and external sources of data for benchmarking.</li> <li>Data analysis techniques.</li> </ul>  |
| Evidence based practice      | <ul style="list-style-type: none"> <li>People systems and how they are utilised for business value.</li> <li>Problem solving, and decision-making techniques.</li> </ul>  |
| Business acumen              | <ul style="list-style-type: none"> <li>People operating models and theories for different business types. e.g., small or large, private or public.</li> <li>Functions within the people profession, and how each deliver for the business.</li> </ul>   |
| Skills                       | What is required?   |
| Analytics and creating value | <ul style="list-style-type: none"> <li>Use prioritisation tools e.g., priority matrix to manage workload, and deliver against business objectives.</li> <li>Benchmark to improve people policies and procedures, or people initiatives.</li> </ul>  |
| Evidence based practice      | <ul style="list-style-type: none"> <li>Use data and metrics to mitigate areas of risk and highlight opportunities.</li> <li>Present insight and conclusions on workforce issues or people process failures.</li> <li>Interpret people and management data, from both internal and external sources to identify trends.</li> </ul> |
| Business acumen              | <ul style="list-style-type: none"> <li>Enable stakeholders to deliver people solutions. e.g., through negotiation, providing guidance.</li> <li>Manage and deliver people related business and change projects</li> </ul>   |
| Behaviour                    | What is required?   |
| Business acumen              | <ul style="list-style-type: none"> <li>Work flexibly and adapts to circumstances</li> </ul>   |
| Culture and behaviour        | <ul style="list-style-type: none"> <li>Take personal responsibility for and promote sustainable working practices.</li> </ul>   |

## Option

HR/People Specialisms (The apprentice will select one of the following options)

| Knowledge      | What is required?   |
|----------------|---|
| Core HR/People | <ul style="list-style-type: none"> <li>Excellent working knowledge of the principles and practices in at least one of Employee Relations, Performance Management, Employee Engagement and their application in delivering HR/People solutions to business challenges.</li> </ul>                            |
| Resourcing     | <ul style="list-style-type: none"> <li>Excellent working knowledge of the principles and practices of resourcing, covering the complete process, from attraction to induction, including the use of social media and their application in delivering HR/People solutions to business challenges.</li> </ul> |
| Total Reward   | <ul style="list-style-type: none"> <li>Excellent working knowledge of the principles and practices of reward, compensation and benefits and their application to all levels of the organisation.</li> </ul>   |

## Option

HR/People Specialisms (The apprentice will select one of the following options)

| Knowledge                | What is required?  |
|--------------------------|--|
| Organisation Development | <ul style="list-style-type: none"><li>• Excellent working knowledge of the principles and practices in one of* Organisation Development, Learning &amp; Development, Talent Management and their application in delivering HR/People solutions to business challenges.</li></ul> |
| HR/People Operations     | <ul style="list-style-type: none"><li>• Excellent working knowledge of the principles and practices of running HR/People Operations, including a service centre, technology and HR/People data/analytics to provide services required by the business.</li></ul>                 |

## Link to professional registration and progression

Successful completion of this standard enables the apprentice to apply to become an Associate Member of the Chartered Institute of Personnel and Development. Chartered membership can be achieved through further qualifications or experience based assessment.

This apprenticeship could be an entry level role to the business, however, it is more likely to be a progression from a lower level role or apprenticeship, building on the knowledge and skills gained in that role or apprenticeship.

On completion of this apprenticeship, the individual will be fully competent in the role and this will give them an in depth knowledge of HR in their chosen option. They can then continue to develop in that option (perhaps through a further apprenticeship), or broaden their HR expertise in another area to develop their career. Separately, there are a range of qualifications available for further study up to post graduate level.