

People Professional Level 5 Apprenticeship

This role can be found in organisations of any size, in any sector. In smaller organisations, this type of role is likely to have a broader remit. 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.

In their daily work, an employee in this occupation will give specific advice and coaching on the interpretation of applicable policies and employment law to the business. They will also support on people related elements of business projects. They will work with stakeholders inside the People function, internal stakeholders, and external stakeholders as appropriate.

An employee in this role will interact with various roles at differing levels of the organisation from within HR to other business areas. The ability to communicate, influence and negotiate is key whilst adopting evidence-based decision making.

An employee in this occupation could be responsible for supporting the business to deliver their objectives through development of a people plan. Making recommendations on what the business can or should do in specific situations. Supporting manager and leaders to implement their people strategies. Using data to provide insights into people trends and issues and creating solutions to deal with them. Maintaining knowledge of both internal and external environment and how this impacts role. Contributing to the review, design and update of any people policies and processes ensuring they are in line with legislative requirements. Keeping up to date with emerging thinking and people trends.

END POINT ASSESSMENT

To successfully complete the Apprenticeship, each Learner must pass an independent End Point Assessment, which includes:

- **Consultative Project**
- **Professional Discussion**

Successful outcome will be graded as either Pass or Distinction.

DELIVERY STRUCTURE

Programme delivery is flexible and is tailored to meet industry, sector and roles needs. Apprentices benefit from a blended learning programme that includes:

- Skills coach and tutor support
- Online learning and delivery sessions
- Self-study tasks
- Regular progress reviews, calls or visits with their skills coach
- English/Maths specialist tutor support where required

TYPICAL OCCUPATIONAL DUTIES & RESPONSIBILITIES

- ☛ 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

KEY INFORMATION

- ☛ **Duration of Programme:** 22 months
- ☛ **Qualifications Gained:** Level 5 Apprenticeship People Professional, Level 5 CIPD Diploma (embedded qualification), Level 2 in Functional Skills Maths and English (if applicable)
- ☛ **Typical Job Roles:** HR Business Partner, HR manager, Talent manager, Diversity and inclusion manager
- ☛ **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 experienced based assessment
- ☛ **Programme Value:** £11,000 (funded by Levy or Government funding depending on company size)



To discuss Apprenticeships or any of our other services, please get in touch today.