

# HR Consultant/Partner - Level 5 Higher Apprenticeship (Standard)

**Location:** Workplace setting and Hemel Hempstead and Watford campuses

**How to apply:** Application and interview

**Average duration:** 24 months

## Who is this Higher Level Apprenticeship suitable for?

Individuals in this role will use their HR expertise 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, typically to mid-level and senior managers. They could be in a generalist role, where they provide support across a range of HR areas or a specialist role, where they focus on and have in depth expertise in a specific area of HR. Specialist roles may include Resourcing, Total Reward, Organisation Development or HR Operations.

Whichever of these is chosen, candidates will have a good grounding across the whole range of HR disciplines as this is contained in the qualification option included in this standard. Candidates will often be required to make decisions and recommendations on what the business can/should do in a specific situation. 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 HR 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. They may also have responsibility for managing people.

## 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.

## Entry Qualifications

Participants must be working at a management level to ensure that they have the necessary foundations on which to further build their knowledge, experience and skills.

The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher. Applicants will be assessed and interviewed where they will need to demonstrate that they can cover the range required by these apprenticeship standards.

## Assessment

After working through the programme in close partnership with the employer and West Herts College assessors/trainers the apprentice will complete the end-point assessment. For this apprenticeship there are two components:

1. Consultative Project
2. Professional Discussion

The Employer, Training Provider and Independent Assessment Organisation will work with the apprentice to agree the content of the Consultative Project, providing guidance as to the content, structure etc. The Independent Assessment Organisation will sign this off.

Apprentices must have level 2 qualifications in English and maths prior to taking their end point assessment.

### How is the programme delivered?

- A series of workshops and coaching sessions throughout the programme to complete the Level 5 CIPD Intermediate Diploma in Human Resource Management
- 1:1 support from a qualified HR coach
- Regular reviews with the employer and the candidate
- Self-directed learning supported by the West Herts College virtual learning resources
- Compilation of a work based portfolio
- Presentation skills coaching for the end point assessment discussion
- 1:1 coaching for the end point assessment consultative project. The consultative project will be a real example of work done by the apprentices in their role
- All followed by the final assessments by an independent assessment centre

### What will the programme include?

- Business issues and the context of Human Resources
- Managing and co-ordinating the HR function
- Developing professional practice
- Using Human Resource information
- Employee engagement
- Employment law
- Improving organisational performance
- Resource and talent planning

The Consultative Project will be a real example of work done by the apprentices in their role.

The Professional Discussion will be conducted after the Independent Assessor has reviewed and marked the Consultative Project. It will focus on the skills and behaviours learned together with any knowledge and skills components that have not been covered in the consultative project.

### Apprenticeship Components

As part of this apprenticeship candidates will gain a CIPD Level 5 Intermediate Diploma in Human Resource Management.

This will form the basis of the project and professional discussion and develop apprentices' knowledge and skills in preparation for the end-point assessments.