

# Human Resources

## Apprenticeship Level 5

An apprenticeship is a smart, cost-effective way to recruit new HR professionals or to upskill your existing staff.

This apprenticeship is designed to train a HR Consultant or HR Business Partner to provide and lead the delivery of HR solutions to business challenges and to provide tailored advice to the business in a number of HR areas, typically to mid-level and senior managers, so it is more likely to be a progression from a lower level HR role or apprenticeship.

Your trainee could be in a generalist role, where they provide support across a range of HR areas, or in a specialist role, where they have in depth expertise in a specific area of HR – likely to be Resourcing, Total Reward, Organisation Development, or HR Operations. In both cases, the apprenticeship will give them a good grounding across the whole range of HR disciplines. They 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. They may also have responsibility for managing people.

### Key Areas of Study

During the apprenticeship, your trainee will cover the essential knowledge, skills and behaviours which they will need to succeed in the workplace, as set out below. In addition, they will take a highly regarded qualification from the Chartered Institute of Professional Development (CIPD).

### Quick Information:

#### New Apprenticeship Standard designed by employers for employers

**Sector:**

All sectors

**Who is it for?**

New recruits and existing staff

**Start date:**

Flexible to suit employers

**Level:**

Level 5

**Duration:**

Minimum 18 months, maximum 3 years

**How does it work?**

Delivered in your workplace with blended learning or online learning and tutor visits to your workplace every 4-5 weeks

**Content:**

Core knowledge, skills and behaviours

**Assessment:**

A consultative project and a professional interview

**Qualification:**

HR Consultant apprenticeship

**Additional qualifications:**

CIPD Level 5 Intermediate Certificate or Diploma in Human Resource Management. Successful completion of the qualification and/or apprenticeship will enable application for Associate Membership of CIPD (Assoc CIPD)



<b>Knowledge</b>	<b>What is required</b>
HR Technical Expertise	Good understanding across all HR disciplines, HR legislation and an excellent working knowledge of the organisation's HR policies and procedures. Sound understanding of HR in their sector and any unique features. Up to date with best practice and emerging thinking – able to use this in their dealings with the business.
Business Understanding	Understands what the organisation does, the external market and sector it operates in, its challenges and issues. Understands business and HR KPIs and metrics, building a clear picture of how the business is performing. Understands the impact of this on their role.
HR Function	Understands the structure and responsibilities of the HR function, policies and processes, and where to source HR specialist expertise.
MI and Technology	Understands HR systems and where to find HR and management data, both internally and externally, including benchmarking. Knows how technology, including social media, is impacting the business and HR.

<b>Skills</b>	<b>What is required</b>
HR Consultancy	Develops and delivers HR solutions to the business that are appropriate to the organisational context. Influences leaders and managers to adopt appropriate solutions. Provides tailored HR services to the business as required by their role e.g. Performance Management, Resourcing, Development, Talent, Reward. Contributes to the development of relevant HR policies and procedures and/or HR initiatives.
Providing Support and Advice	Tailors business-centred advice on the interpretation and application of HR policies and processes. Makes sound judgments based on business need, ensuring the business operates within the boundaries of employment law. Deals with escalated people issues and works with the business to resolve them.
Contributing to Business Change	Leads the HR contribution to business projects and change programmes to support positive behavioural, business or organisational change.
Building HR Capability	Leads the improvement of people capability within the business or own team. Advises and coaches managers to deal successfully with people issues from a generalist or specialist perspective, incorporating best practice where appropriate.
HR Information Analysis	Researches, analyses and presents HR / business data (both internal and external) to provide insight, support solutions to business issues and track performance.
Personal Development	Keeps up to date with business changes and HR legal/policy/process changes relevant to their role. Seeks feedback and acts on it to improve their performance and overall capability. Plans their own development; shows commitment to the job and the profession.
Relationship Management	Builds effective working relationships with business managers (using the language of the business), peers and other HR functions, together with relevant external organisations. Communicates confidently with people at all levels, including senior management.

<b>Behaviours</b>	<b>What is required</b>
Flexibility	Adapts positively to changing work priorities and patterns, ensuring key business and HR deadlines continue to be met. Curious about HR/business trends and developments, incorporating them into their work.
Resilience	Displays tenacity and proactivity in the way they go about their role, dealing positively with setbacks when they occur. Stays positive under pressure.

**Option – Your trainee will select one of the following HR specialisms:**

<b>Knowledge (HR Technical Expertise)</b>	<b>What is required</b>
Core HR	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 solutions to business challenges.
Resourcing	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 solutions to business challenges.
Total Reward	Excellent working knowledge of the principles and practices of reward, compensation and benefits and their application to all levels of the organisation.
Organisation Development	Excellent working knowledge of the principles and practices in one of Organisation Development, Learning & Development, Talent Management and their application in delivering HR solutions to business challenges.
HR Operations	Excellent working knowledge of the principles and practices of running HR Operations, including a service centre, technology and HR data/analytics to provide services required by the business.

## Qualifications

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Your trainee will complete an appropriate qualification from the Chartered Institute of Personnel and Development, as agreed with you in terms of relevance to your organisation, within which they will be able to focus on their chosen specialist option:

- CIPD Level 5 Intermediate Certificate in Human Resource Management
- CIPD Level 5 Intermediate Diploma in Human Resource Management

The course is modular and includes the following units:

- **Developing Professional Practice:** To develop a sound understanding of the knowledge, skills and behaviour required by HR professionals
- **Using Information in Human Resources:** To develop the skills of research and enquiry in order to identify appropriate data sources to support an investigation
- **Business Issues and the Contexts of Human Resources:** To understand key developments in the business and external contexts within which HR operates
- **Employment Law:** To introduce the major areas of employment legislation and the employment law system
- **Resourcing and Talent Planning:** To introduce learners to the strategic approaches that organisations take to position themselves as employers in the labour market
- **Employee Engagement:** To understand what is meant by employee engagement, including how it can be linked to and yet be distinguished from other related concepts
- **Reward Management:** To introduce learners to the strategic approaches that organisations take to reward management
- **Implementing Coaching and Mentoring:** To introduce learners to the main principles of coaching and mentoring and the benefits of its implementation.

In addition, students will undertake a project which will be supported by their tutor and which will form part of the End Point Assessment of the apprenticeship, along with a professional discussion.

## Training, Tutoring and Assessment

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The whole apprenticeship programme typically takes two to three years, but could take as little as 18 months if your trainee has already taken an apprenticeship at Level 3. Your trainee will mainly learn on the job but 20% off-the-job training with one-to-one tuition is part of the new apprenticeship standards. We will work closely with you to plan and deliver appropriate support and training including the CIPD qualification. This can be delivered through one of the following methods, to be agreed:

1. On a blended learning basis which includes workshops held every other month and one-to-one tutorials with your tutor
2. On a distance learning basis via one to one sessions with the tutor to suit the student every 4-5 weeks

The study sessions take the form of lectures, seminars, case studies, role plays, presentations, assignments and reports, all delivered by specialist tutors.

We will carry out joint reviews with you at regular intervals to discuss progress of the apprenticeship. You can use your normal performance management processes to monitor the progress of your trainee, provide feedback and guide development. Your trainee will also be expected to keep a portfolio or learning record with examples of their work to track their learning and development throughout the apprenticeship. This can be used in the joint reviews of progress and as part of the final assessment.

## **End Point Assessment**

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In conjunction with the College, you will be asked to formally sign-off that the apprentice has met the minimum requirements for knowledge, skills and behaviours within the apprenticeship standard and confirm they are ready to move on to the final assessment. This will be taken in the final three to four months of the apprenticeship and will be measured as follows:

- **A Consultative Project** (50% of the marks) of approximately 3000 words. This will be a real example of work done by your trainee in their role, taking a maximum of three months. The Project will require the apprentice to describe how they have applied their knowledge and HR related skills to deliver the services required by the role as described in the Standard. It should describe a situation where the apprentice has successfully worked with a customer (probably an internal one) to deliver a specific piece(s) of HR work or provide an HR solution(s) for them. It should relate to their chosen Option. The content of the project should include project objectives, scope of the work, description of the situation/problem/business need, methodology used, research undertaken / information gathered / analytical findings, conclusions and recommendations, implementation plan. Examples of typical projects might include: planning the resourcing requirements for a growing area of the business; changing elements of the reward package e.g. bonus structures; downsizing in an area of the business; internal HR changes e.g. service centre changes, technology implementation.
- **A Professional Discussion** (50% of the marks) that will explore the specific Skills and Behaviours set out above.

The End Point Assessment may be completed over a three to four month period to accommodate work scheduling and cost effective planning of resources.

Successful achievement of the assessment will lead to final certification of the apprenticeship and demonstrate that the apprentice is a fully competent HR Consultant or Business Partner.

For more information on the assessment for this role, please see the full assessment plan in the Apprenticeship Standard documentation. We will arrange the End Point Assessment.

## **Apprentice Entry Requirements**

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As the employer you will set the recruitment and selection criteria for your apprentice. Typically candidates will have 5 GCSEs at Grade C/4 or equivalent, including English and Maths. Apprentices will need to achieve Level 2 Maths and English before completion of the apprenticeship. We will provide any Maths and English tuition required.

Your trainee will need to take out student membership of the CIPD in order to commence the Diploma. This will give them access to essential HR resources. Details are available on the CIPD website under the Student Membership section.

## Future/Other Opportunities

Completion of this apprenticeship will equip your trainee for employment in your organisation as a qualified HR professional. There are a range of qualifications available for further study up to post graduate level.

## More information

To find out more about the opportunities and financing of apprenticeships and to discuss your particular requirements, please email [employer@sheffcol.ac.uk](mailto:employer@sheffcol.ac.uk) or call **0114 260 2600** to speak to one of our friendly employer advisors.

## Why choose The Sheffield College?

The College has undergone a rigorous vetting system to become a Centre accredited by the CIPD, the Chartered Institute for Professional Development. The CIPD has become one of the largest organisations in the world representing those who specialise in the management and development of people. As a globally recognised organisation, it is committed to providing HR and Learning & Development professionals at every stage of their career with learning and development and CPD opportunities to help them improve and advance their careers and enhance the value they add to the profession and the organisations for which they work.

As one of the region's largest providers of apprenticeships, The Sheffield College is more than just your local provider; we deliver the dedicated support you need to source, train and get the best out of your trainees.

We appreciate how difficult and time consuming it can be to recruit staff. That's why, when you recruit an apprentice with us, our dedicated apprenticeship recruitment service, Job Connect, will advertise the vacancy, engage your candidates and even pre-screen them to make the process as easy as possible for you.

We help you get the best deal by finding the right funding and we handle the paperwork to make the process of arranging an apprenticeship training programme as smooth as possible. Our employer partnership team, apprenticeship tutors and assessment staff are experts, and we invest time and money in training and upskilling them regularly so their knowledge is up-to-date and industry standard.

At The Sheffield College we go above and beyond; we know that every business is different and we help to develop apprentices who will meet the needs of your business.

## Get In Touch

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