

PEOPLE PROFESSIONAL APPRENTICESHIP

STUDENT FACTSHEET

YOUR FUTURE STARTS HERE

Developed by the industry experts, this apprenticeship is deal for those who want to deliver front line support to managers and employees, or are a HR/People Manager in an organisation - handling day to day queries and providing HR/People advice ranging from recruitment through to retirement.

Key Information

Level	5
Duration	22-25 months
Entry requirements	- 16 years or over. - 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: 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 group providers of apprenticeships in west London



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



Most of our apprentices secure employment at the end of their apprenticeship

Discounted travel with an Apprentice Oyster card

Discounts on shopping with an NUS Apprentice Extra Card

Employers involved in creating this standard:

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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 ✉ apprenticeships@hruc.ac.uk
 🌐 www.hruc.ac.uk/apprenticeships
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Apprenticeships & Skills

Harrow, Richmond & Uxbridge Colleges

Modules and Content Summary

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

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"> 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.
Resourcing	<ul style="list-style-type: none"> 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.
Total Reward	<ul style="list-style-type: none"> Excellent working knowledge of the principles and practices of reward, compensation and benefits and their application to all levels of the organisation.

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">Excellent working knowledge of the principles and practices in one of* Organisation Development, Learning & Development, Talent Management and their application in delivering HR/People solutions to business challenges.
HR/People Operations	<ul style="list-style-type: none">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.

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.

Frequently Asked Questions

What is new apprenticeship standard?

Apprenticeships in England are changing. Because of government reforms, a new style of apprenticeships has been designed to meet the needs of employers, learners and providers.

How will I be assessed?

You will be assessed continually in knowledge, skills and behaviour areas at work. Towards the end of the apprenticeship, employers and providers will 'sign-off' the apprentice as ready for the end-point assessment (EPA).

Signing-off an apprentice indicates the employer and providers believe their knowledge, skills and behaviours are the level required to gain an apprenticeship. This sign-off is called the 'gateway'.

An end-point assessment (EPA) is a collection of assessments that offers confirmation of knowledge, skills and behaviours for a particular role. The EPA must be achieved before an apprenticeship certificate can be issued. The assessment organisation and the assessor must be independent of, and separate from the training provided by the provider and employer.

Do I already need to have a job to start an apprenticeship?

You should be working a minimum of 30 hours per week in a job. If you are unemployed, view our vacancies to apply for a job:

www.hruc.ac.uk/apprenticeships

Can I start an apprenticeship after Year 11?

Yes, you can! Young people in England must stay in education or training until they turn 18. If you're looking for a different option after Year 11, an apprenticeship could be the answer for you!

How much does an apprenticeship cost?

There is no cost for you to do an apprenticeship if you are 16 years old or over and you will be paid a wage.

View our vacancies to apply

www.hruc.ac.uk/apprenticeships



Already working? Upskill!

Turn your job into an apprenticeship. Call us on **01895 853622 / 0208 909 6328** to get you started.