

SENIOR PEOPLE PROFESSIONAL Level 7

Typical Job Roles: Head of HR/L&D, Head of People and Operations, HR People and Change Manager, Senior HR/L&D Business Partner, Organisation Design Lead

Duration: This apprenticeship will typically take 24 months

Senior People Professionals are the in-house experts in people, work and change. They champion the people agenda to create working environments and cultures that help get the best out of people, delivering great organisational outcomes.

In their daily work, an employee in this occupation interacts with a range of stakeholders across their organisation, creating medium to long-term value for a wide audience. In larger organisations, they may be part of a wider specialist team. They may also lead a team of HR/L&D/OD consultants/advisers. In smaller organisations, they might be solely responsible for the entire people agenda and report directly to the organisation lead.

In this apprenticeship standard there are 12 occupational duties which the apprentice will be expected to carry out within their role. Apprentices will study several core modules before **specialising** in HR, L&D or OD.

Qualifications

As part of their apprenticeship and depending which specialism they choose, apprentices will study **either** the new Advanced Diploma in Strategic People Management **OR** Strategic Learning and Development accredited by the Chartered Institute of Personnel and Development (CIPD). Apprentices will study 4 core units, 3 specialist units and a choice of 1 optional unit. Core units will be delivered via live online and face to face webinars (when permitted) with both options available. Apprentices can choose a blended model if preferred.

| Core Units for both quals: | Specialist Units: |
|---|---|
| Work and working lives in a changing business environment | People Management: Employment relationship management Talent management and workplace planning Reward for performance and contribution |
| People management and development strategies for performance | |
| Personal effectiveness, ethics and business acumen | |
| Business research in people practice | L&D: Supporting self-directed and social learning Learning and development design to create value Facilitate personalised and performance focused learning |
| Optional Unit: HR and L&D specialism apprentices will also choose one optional unit from a selection. OD specialism apprentices will study the optional unit Organisational Design and Development | |

We have a number of delivery models including 100% online study, face to face classroom based workshops and a blended model. We have a number of open cohorts that can be joined throughout the year, and we also offer in-house delivery to a closed cohort if preferred.

English & Maths

Apprentices without level 2 English and Maths will need to achieve this prior to induction on to the apprenticeship and BePro will provide full support to do this.

On-Programme Delivery, Coaching and Assessment

Expert Webinars | Alongside the CIPD qualification apprentices will attend a number of specialist webinars with specialist tutors and industry experts.

24hr learning | Our online platform BUD hosts an interactive and engaging programme that can be accessed 24 hours a day. The ePortfolio tracks progress and gives apprentices and managers a realistic idea of progress with clear targets. There is a plethora of resources and activities for apprentices to access at any time to further their studies.

Projects | Apprentices will complete a number of specialist projects throughout the programme to develop their knowledge, showcase their skills and contribute to the completion of a strong portfolio of work-based evidence.

Coaching and Assessment | Development coaches will meet with apprentices both virtually and in person where apprentices will be observed and hold professional discussions to showcase their knowledge, skills and behaviours.

360 feedback | 3-way reviews and will be held with the development coach, line manager and apprentice to gain feedback, review progress and discuss opportunities for development. Development coaches will also seek feedback from a wider selection of the apprentice's peers and managers.

CIPD Annual Conference | Included is attendance at the CIPD annual conference

End Point Assessment

For the Senior People Professional apprenticeship, the EPA consists of:

- A project proposal (7000 words), presentation and questioning
- A professional discussion, underpinned by a portfolio of evidence. This should be approximately 15 pieces of good quality evidence.

BePro will provide full support with all elements of the assessment including preparation throughout the apprenticeship programme.

Professional Recognition

Once the apprenticeship is complete the apprentice can then complete the application process to apply to become a chartered member of the CIPD.

Level 7 Senior People Professional



Month 1

Induction and enrolment, first coach visit. Review individual learning plan for off the job training, programme Q+A, intro to systems and scheme of work. Matched with Level 7 qualified and experienced industry BePro mentor.

Month 3 - 5

Continue to attend workshops every 2 weeks. Apprentice starts to embed theory from workshops into role which is reflected in evidence on eportfolio. EPA discussion. Functional skills exams (if applicable) Submit assignment 1

Month 10 - 13

Review how theory is embedded into role/evidence. and identification of gap in learning. Continue to attend workshops every 2 weeks. Eportfolio maintained against target. Submit assignment 3

Month 18 - 21

Review how theory is embedded into role/evidence. Review of robustness of evidence in portfolio and suggestions for improvement. Submit assignment 5 & 6

Month 25 - 27

Submit assignment 8 and Complete End Point Assessment;

EPA 1 – Professional discussion about portfolio of evidence.
EPA 2 - Submit project proposal, presentation and Q & A.

Month 2

4-week review. Core workshops begin and will continue every 2 weeks. Apprentice is starting to put learnings into practice. Eportfolio maintained against target.

Month 6 - 9

Continue to attend workshops every 2 weeks. Specialist units begin month 9. Review how theory is embedded into role/evidence. Eportfolio maintained against target. Functional skills exams (if applicable) Submit assignment 2

Month 14 - 17

Review how theory is embedded into role/evidence and identification of gaps. Eportfolio maintained against target. Continue to attend workshops every 2 weeks. Specialist coaching session for gaps in KSB's. EPA knowledge session. Submit assignment 4.

Month 22 - 24

All criteria evidenced in portfolio and off the job time completed to 20% of working hours. Final review of eportfolio and EPA discussion and Q&A. Submit assignment 7. Gateway meeting with line manager. Proceed through gateway and complete EPA.