

PEOPLE PROFESSIONAL Level 5

Typical Job Roles: HR Manager, HR Consultant, HR Business Partner

Duration: This apprenticeship will typically take 18 months + 3 months EPA (End Point Assessment)

Individuals in this role will use their HR expertise to provide and lead the delivery of HR solutions to solve business challenges, together with tailored advice to the business in a number of HR areas. They will have a good grounding across the complete range of HR disciplines and will often be required to make decisions and recommendations on what the business can/should do in a specific situation.



Qualifications

As part of their learning, apprentices with BePro will study the new Associate Diploma in People Management accredited by the Chartered Institute of Personnel and Development (CIPD). Apprentices will study 6 mandatory modules by attending workshops and will select 1 further optional unit according to their job role and aspirations. The optional unit will usually be studied online on demand with tutor support.

Mandatory CIPD modules are:	
Organisational performance and culture in practice	Employment relationship management
Evidence-based practice	Talent management and workforce planning
Professional behaviours and valuing people	Reward for performance

Optional modules include; specialist employment law, learning and development essentials and wellbeing at work.

Apprentices without level 2 English and Maths will need to achieve this prior to taking the End-Point Assessment, and full support will be provided.

On-Programme Coaching and Assessment



www.beprodevelopment.co.uk



Apprentices will attend live online workshops to gain the knowledge required. In addition, they will complete a variety of online and work-based activities to demonstrate competence. Development Coaches will meet with apprentices to support the generation of workplace evidence and hold professional discussions to help them to gather evidence against the apprenticeship standards. In



addition, both the apprentice and the line manager will attend 8 weekly milestone progress reviews to discuss progress and tailor the learning plan.

End Point Assessment

For the People Professional apprenticeship, the EPA consists of:

- Presentation and questioning
- Professional discussion underpinned by a portfolio of evidence
- Assignment for 5CO03; Professional behaviour and valuing people

BePro will provide full support with all elements of the assessment including preparation and practice.

Professional Recognition

This apprenticeship aligns with Chartered Institute of Personnel and Development for Associate Member

Please contact the professional body, CIPD, for more details.

Level 5 People Professional

Month 1

Induction and enrolment. Planning off the job training, programme Q+A, intro to systems and learning journey. Functional skills assessments.

Month 4-5

You will learn about evidence-based practice. Attending 3x 3-hour workshops, completing a written assignment and 2 workplace activities set by your coach. You will also work towards your functional skills if required, You and your manager will also attend a formal progress review.

Month 8-9

You will learn about employment relationship management. Attending 3x 3-hour workshops, completing a written assignment and 2 workplace activities set by your coach. You will also work towards your functional skills if required, You and your manager will also attend a formal progress review.

Month 12-13

You will learn about reward for performance and contribution. Attending 3x 3-hour workshops, completing a written assignment and 2 workplace activities set by your coach. You will also work towards your functional skills if required, You and your manager will also attend a formal progress review.

Month 16-17

You will prepare for your end point assessment, producing your portfolio of evidence. You will also undertake a mock EPA. You and your line manager will also attend a formal progress review.

Month 19-21

You will undertake your end point assessment.

Month 2-3

You will learn about professional behaviours and valuing people. Attending 3x 3-hour workshops, completing a written assignment and 2 workplace activities set by your coach, You will also work towards your functional skills if required, You and your manager will also attend a formal progress review.

Month 6-7

You will learn about organizational performance and culture in practice. Attending 3x 3-hour workshops, completing a written assignment and 2 workplace activities set by your coach. You will also work towards your functional skills if required, You and your manager will also attend a formal progress review.

Month 10-11

You will learn about talent management and workforce planning. Attending 3x 3-hour workshops, completing a written assignment and 2 workplace activities set by your coach. You will also work towards your functional skills if required, You and your manager will also attend a formal progress review.

Month 14-15

You will learn about reward for performance and contribution. Attending 3x 3-hour workshops, completing a written assignment and 2 workplace activities set by your coach. You will also work towards your functional skills if required, You and your manager will also attend a formal progress review.

Month 18

You will produce your presentation scoping document and complete your final triparty gateway review.