

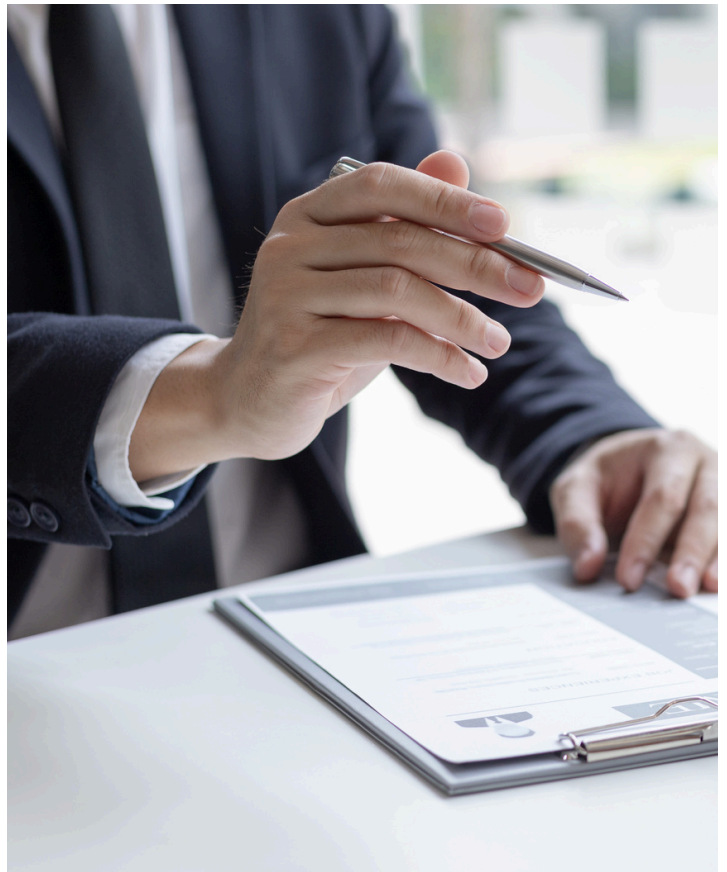


# People Professional Level 5

**Apprenticeship Standard**

[wmc.ac.uk/apprenticeships](https://wmc.ac.uk/apprenticeships)

# Overview



People Professionals are responsible for various activities from attracting, recruiting, developing and retaining talent, managing payroll and benefits, supporting positive employee relations, and ensuring compliance with employment law.

They will support the business to delivery its objectives through the development of a people plan.

Typical job titles include: HR Consultant Partner, HR Business Partner, HR Manager, Diversity & Inclusion Manager, Organisation Development Consultant or Talent Manager.

## **Duration:**

24-30 months for the End Point Assessment

## **Entry Guidelines:**

English & maths at GCSE grade A\*-C/4-9 or Functional Skills Level 2 Apprentices must provide evidence of their qualifications at enrolment



# People Professional Level 5

## Course Overview

Pre-programme →	On Programme Learning covering Knowledge, Skills and Behaviours →	Gateway →	Independent End Point Assessment
Initial assessment English & Maths	CIPD Associate Diploma in People Management Level 5 course (Day release, Hamilton Campus)	<ul style="list-style-type: none"> <li>English Level 2</li> <li>Maths Level 2 (evidence to be provided at enrolment)</li> </ul>	<ul style="list-style-type: none"> <li>Consultative Project</li> </ul>
Skills Scan		CIPD Level 5 Intermediate Certificate/Diploma in Human Resource Management	<ul style="list-style-type: none"> <li>Professional Discussion</li> </ul>
Induction with Trainer Assessor	On programme Assessments & Reviews: <ul style="list-style-type: none"> <li>6-8 weekly sessions with Trainer Assessor</li> <li>8-10 weekly Progress Reviews with apprentice and employer</li> </ul>		

# Course Details

The Knowledge element is studied on a 'day-release' basis at Wirral Met College's University Centre, Hamilton Campus. **The People Professional needs to develop a good understanding of:**

## Unit 1: Organisational performance and culture in practice

- Organisational structure, strategy and the business operating environment.
- Theories and models of organisational and human behaviour, and drivers for change.
- How to build diversity and inclusion to promote a positive culture.

## Unit 2: Evidence based practice

- Tools and methods that are applied to diagnose issues, challenges and opportunities.
- Critical thinking and how different ethical perspectives can influence decision-making.
- Evaluate the benefits, risks and financial implications of solutions aimed at improving people practice issues.

## Unit 3: Professional behaviours and valuing people

- How to champion inclusive and collaborative strategies.
- Design and evaluate solutions aimed at building positive working relationships.
- Personal commitment to professional development and performance improvement.

## Unit 4: Employment relationship management

- Conflict and misbehaviour; assessing emerging trends in conflict and industrial sanctions, third-party conciliation, mediation and arbitration.
- Performance, disciplinary and grievance matters.
- Provisions of collective employment law and the types of employee representation.

## Unit 5: Talent Management

- Labour market trends and their significance for workforce planning.
- Evaluation of techniques to support workforce planning; succession and contingency planning, different methods of recruitment and selection.
- Approaches to developing and retaining talent.

## Unit 6: Reward for performance and contribution

- Principles of reward and its importance to culture and performance management.
- Evaluate appropriate ways in which data can be gathered and measured, and develop insight from benchmarking data.
- Legislative requirements that impact reward practice.

## Unit 7: Specialist employment law

- Role played by the tribunal and courts in enforcing employment law.
- How to manage recruitment and selection activities lawfully.
- Redundancy law, changes in contracts and employment rights for flexible working.



# Skills & Behaviours

The **Skills & Behaviours** element of the apprenticeship is to be completed with support from a Trainer Assessor making periodic visits to the apprentice in the workplace. The Trainer Assessor will support and guide the apprentice to ensure that they are developing the skills and competency required in accordance with the apprenticeship standard, including:

- Developing flexibility and resilience.
- Demonstrating an excellent working knowledge of the principles of practices in at least one of:
  - Employee Relations.
  - Performance Management.
  - Employee Engagement.
- Their application in delivering HR solutions to business challenges.

# English & Maths

English and maths will be naturally embedded within this apprenticeship, a summary of which as follows:

## English

- Presentations in front of group
- Written assignments
- Reading articles, research findings, key information.
- Actively listening to others and highlighting key points made.
- Communicating with a variety of individuals from a diverse range of backgrounds.

## Maths

- Time management
- External factors that may have a cost impact
- Data management that may be relevant to a variety of projects.

# Gateway

Once the apprentice has completed all the required elements of the apprenticeship and their manager and Trainer / Assessor agree that the apprentice is ready for the end point assessment, they will progress through the Gateway to undertake their End Point Assessment.



# End Point Assessment

The End Point Assessment must only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, that means they have achieved occupational competence.

**End Point Assessment (EPA) normally takes 3 months to complete and consists of:**

## **Assessment Method 1: Presentation with Questions**

The presentation will relate to a real example of work done by the apprentice in their role that will be completed after the Gateway, taking a maximum of three months.

The presentation will include how the apprentice has applied their knowledge and HR related skills to deliver the services required by the role.

The content of the presentation 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.

## **Assessment Method 2: Professional Discussion**

The Professional Discussion will be conducted after the Independent Assessor has reviewed and marked the Consultative Project and will include questions that explore the Knowledge and Skills covered by the Consultative Project.

The purpose of the professional discussion is to determine the extent to which the apprentice understands the requirements of his/her role as defined by the apprenticeship standard and to explore them through discussion.

## **Assessment Method 3: Long written test**

The test will long written answers to two questions set by the End Point Assessment Organisation.



# Grading & Progression



## Apprenticeship grading

The available grades for this apprenticeship programme are **Distinction, Merit, Pass or Fail**.

## Where can apprentices progress to?

On completion of their apprenticeship, apprentices will be able to progress their career in senior People/HR management.



**Conway Park Campus**  
**10 Europa Boulevard, Birkenhead CH41 4NT**  
**tel: 0151 551 7610**  
**email: [employerservices@wmc.ac.uk](mailto:employerservices@wmc.ac.uk)**