

# People Professional

Level

5

Duration

Typically 18 months

**Levy Cost** £11,000

**Non-Levy Cost**  
Fully funded or 5% (£550)

## How can the People Professional apprenticeship benefit my organisation?

Individuals in this role will use their HR expertise to provide and lead the delivery of HR solutions to your business's challenges, delivering advice and guidance on several HR areas. They will help your business adapt to being a workforce of the future.

This apprenticeship standard will deliver skills in project management, analytics and employment law, allowing the apprentice to influence and deliver strategy on the changing demands of your modern-day business.

## Who is the People Professional apprenticeship for?

This would suit an HR consultant or HR business partner within an organisation of any size or sector. They will provide and lead the delivery of HR solutions to meet business challenges, together with offering tailored advice to mid-level and senior managers.

## Additional 'Mandatory' Qualification

### CIPD Level 5 Associate Diploma in People Management

Cost: This cost is included in the above apprenticeship standard

As part of the People Professional Level 5 Apprenticeship your apprentice will also complete the CIPD Level 5 Associate Diploma in People Management. This qualification will provide them with the knowledge and skills to make informed choices and develop expertise in people practice. It also offers the opportunity for your apprentice to transition to employment as a people manager and is a nationally recognised qualification as part of the above apprenticeship standard.

This qualification is suited to individuals who:

- Are aspiring to, or embarking on, a career in people management
- Are working in a people practice role and wish to contribute their knowledge and skills to help shape organisational value
- Are working towards or working in a people manager role

The aim of this qualification is to support the apprentice's preparation for the End Point Assessment (EPA).

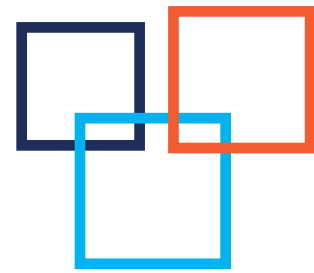
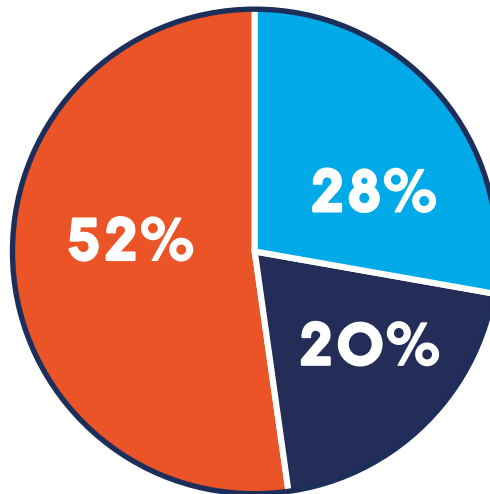
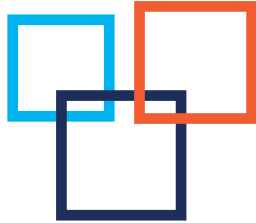
## What will it cost the business to take on an apprentice?

**Levy-paying employers** in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

**Non-levy paying employers:** The government will fund between 95% - 100%\* of the cost of training an apprentice.

\*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

## How is the '20% off-the-job' training delivered?



Work-based Activity
Knowledge, self-study and assessment
Classroom self-study

## Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

## End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the People Professional Level 5 Standard consists of:

- A presentation followed by a Q&A session
- A professional discussion underpinned by a portfolio of evidence
- CIPD assignment

On successful completion of the EPA, apprentices may be eligible to apply to become an Associate Member of the Chartered Institute of Personnel and Development (CIPD). Chartered Membership can be achieved through further qualifications or experience-based assessment.

## The Learner Journey

<b>Month 1</b>	<b>Sign up and induction</b>	<b>Skills scan · induction · Developmental activities · Learning plan agreed</b>
<b>Months 1-2</b>	<b>Apprenticeship Workshop: managing self and projects</b>	<b>Interactive action learning workshops</b>
<b>Month 3</b>	<b>CIPD Induction</b>	<b>Introduction to CIPD Level 5 Associate Diploma in People Management</b>
<b>Months 4-15</b>	<b>On-programme knowledge and skills</b>	<b>Associate Diploma in People Management · Portfolio completion · Progress reviews · Functional skills</b>
<b>Months 16</b>	<b>Gateway to EPA</b>	<b>Presentation proposal · Portfolio completions</b>
<b>Month 17-18</b>	<b>EPA</b>	<b>Presentation and questioning · Professional discussion underpinned by a portfolio of evidence · CIPD assignment</b>

## Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Coaching Professional Level 5
- Operations / Departmental Manager Level 5
- Senior People Professional Level 7
- Senior Leader Level 7