

Apprenticeships

Level 5 Hr Consultant/ Partner Standard

Apprenticeship Code: ST0238
Sector: Business

Length of Delivery

Up to 3 years. Where a learner has previously completed the Level 3 HR Support qualification or Apprenticeship Standard; a reduced timescale of 18 months will apply.

Entry Requirements

Employers can set their own entry requirements; however, learners must be of the right calibre and committed to achieve all components of their apprenticeships.

About the Role

This role could be called an HR Consultant or an HR Business Partner in different organisations. Individuals in this role will use their HR expertise to provide and lead the delivery of HR solutions to business challenges, together with tailored advice to the business in a number of HR areas, typically to mid-level and senior managers. They could be in a generalist role, where they provide support across a range of HR areas – likely to be the Core HR option; or a specialist role, where they focus on and have in depth expertise in a specific area of HR – likely to be Resourcing, Total Reward, Organisation Development, or HR Operations. Whichever of these is chosen, they will have a good grounding across the whole range of HR 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. 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 HR 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.

What Apprentices need to learn

Apprentices need to complete 20% off-the-job training during the on-programme phase of their apprenticeship. Specific rules govern this, and it must take place in the apprentice's contracted hours.

All Apprentices will demonstrate the following Knowledge, Skills and Behaviours:

Knowledge:

- HR Technical expertise
- Business understanding
- HR function
- MI and Technology

Skills:

- HR Consultancy
- Providing support and advice
- Contributing to Business change
- Building HR capability
- HR Information Analysis
- Personal Development
- Relationship management

Behaviours:

- Flexibility
- Resilience

Option

Apprentices must select one of the following options as a HR specialism:

- Core HR
- Resourcing
- Total reward
- Organisation development
- HR operations

Please go to the Institute of Apprenticeships website for further detail on the standard and assessment www.instituteforapprenticeships.org/apprenticeship-standards/hr-consultant-and-partner/

End Point Assessment (EPA): how apprentices achieve their qualification

When the apprentice reaches the end of the On-Programme Assessment stage, they pass through “Gateway” to the End Point Assessment (EPA). The end point assessment consists of a consultative project and a professional discussion.

Before you can book end point assessment, Lakes College and the employer will sign off that the apprentice will be ready for EPA by a gateway assessment.

Where an apprentice has not already achieved Level 2 English and Maths (GCSE C/4 or above), they must do so before taking the end point assessment.

Qualification

The apprentice will complete the below qualification, within which they will be able to focus on their chosen option, from the Chartered Institute of Personnel and Development:

- CIPD Level 5 Intermediate Diploma in Human Resource Management

Progression Opportunities

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.

Next Stage

- If you are an employer please contact our Business Accounts Management lead via team-sales@lcwc.ac.uk, whom will arrange an appointment to support your recruitment needs.
- If you are an applicant please either:
Go to our website www.lcwc.ac.uk and apply
or contact our admissions team **01946 839300**
or email admissions@lcwc.ac.uk


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