



HR Consultant / Partner

Level 5



“Reach your full potential”





Level 5 HR Consultant / Partner

Overview

An HR Consultant/Partner will use their expertise in HR to provide tailored advice and lead the delivery of solutions to meet business challenges.

At consultant level, HR specialists need an interdisciplinary skillset as they link to wider business strategy through recruitment, development and reward strategies, employment law, policy / process.

Talent in this area is often required to make decisions and recommendations that influence senior members of staff and also ensure best practice.



Who is it for?

The HR Consultant/Partner standard is suitable for practising HR practitioners and those aspiring to senior HR management who want to develop their core HR management skills such as the importance of organisational structures linked to business success, the use of HR legislation and policy, shaping HR team functions and processes, the importance of reliable data to inform HR decisions and strategies, strong relationship management techniques and building skills and capabilities within an organisation.

Typical job roles for individuals studying this programme include:

HR Adviser

HR Managers

Senior Managers

HR Operations

HR Business Partner

HR Specialists



Why do this apprenticeship – what are the benefits:

Employer Benefits

- Improve project management capability
- Development of workplace problem solving skills
- Employer managers to drive through and manage change
- Develop the critical skills demanded by employers
- Brings latest knowledge and practice into your business
- Develops strong HR practitioners who can support and lead staff through change
- Develop effective and confident leaders with the ability to lead, motivate and inspire
- Gain essential knowledge of the models and theories of HR to ensure teams achieve organisational objectives

Apprentice Benefits

- Raise confidence and competence
- Develop your ability to lead, motivate and inspire
- Improve the performance of your operational area
- You will develop a deeper understanding of HR within the context your organisation and explore the management of
- You will learn how to develop talent and build successful teams, within the limitations of legislation and professional business practice
- You will qualify as an HR Consultant or Partner and Associate Member of the CIPD, enabling you to progress your career further
- Progression to higher qualifications

Programme structure

The course is delivered via a mixture of face to face and online workshops, webinars, coaching sessions and work-place learning

Programme Breakdown

- You will have access to a Virtual Learning Environment with all of your qualification content, additional learning resources and all the step-by-step support you need to ensure your success
- Virtual / Face to Face Coaching Sessions to guide you through each stage of your learning journey, providing you with clear aims and objectives. They will keep in regular contact with you and instil the confidence that you can achieve
- Full review of progress every 8-10 weeks with a learning and skills coach
- EPA preparation and mock assessment workshops
- Completion of assignments towards achievement of certificate / diploma
- Continuing Professional Development Log to be kept and maintained as part of the portfolio of Evidence
- Completion and achievement of the CIPD Level 5 Certificate / Diploma
- Completion of work-based project
- Completion of online learning modules as part of off the job activities

Programme Length

Course duration 20-24 months plus EPA



How is training delivered?

An essential element of the ESP delivery model is to ensure you are supported at each stage in your journey to enable you to fully succeed.

You will be taught by learning and skills coaches who are experts in their field with significant practical experience. All learning and skills coaches are well qualified with management experience, with many in senior positions.

Our learning and skills coaches will:

- Deliver online and face to face workshops
- They will cover the knowledge needed for each module through interactive and informative sessions
- They will help plan independent learning activities
- They will provide one to one coaching via telephone, in the workplace or via virtual mediums like Teams
- They will provide feedback on written assignments and evidence submitted
- They will support you with preparation for end point assessment



Programme Modules

The delivery is broken down into 11 topics:

HR Function

- Understands the structure and responsibilities of the HR function.
- Understands policies and processes within HR.
- Understands where to source HR specialist expertise.

Business Understanding

- Understands what the organisation does, the external market/sector it operates in, its challenges and issues.
- Understands business and HR kpis and metrics, building a clear picture of how the business is performing.
- Understands the impact of this on their role.

Technical Expertise

- Good understanding across all HR disciplines, HR legislation.
- An excellent working knowledge of the organisation's HR policies and procedures.
- Sound understanding of HR in their sector and any unique features.
- Up to date with best practice and emerging thinking - able to use this in their dealings with the business.

Contribute to Business Change

- Leads the HR contribution to business projects and change programmes to support positive behavioural, business or organisational change.

Personal Development

- Keeps up to date with business changes and HR legal/policy/process changes relevant to their role.
- Seeks feedback and acts on it to improve their performance and overall capability.
- Plans their own development; shows commitment to the job and the profession.

HR Consultancy

- Develops and delivers HR solutions to the business that are appropriate to the organisational context.
- Influences leaders and managers to adopt appropriate solutions.
- Provides tailored HR services to the business as required by their role e.g. performance management, resourcing, development, talent, rewards.
- Contributes to the development of relevant HR policies & procedures and/or HR initiatives.

Providing Support and Advice

- Tailors business-Centered advice on the interpretation and application of HR policies and processes.
- Makes sound judgments based on business need, ensuring the business operates within the boundaries of employment law.
- Deals with escalated people issues and works with the business to resolve them.

MI & Technology

- The research process and different research approaches.
- Understands HR systems and where to find HR/management data, internally/externally, including benchmarking.
- Knows how technology, including social media, is impacting the business and HR.

Building HR Capability

- Leads the improvement of people capability within the business or own team.
- Advises and coaches managers to deal successfully with people issues from a generalist or specialist perspective, incorporating best practice where appropriate.

HR Information Analysis

- Researches, analyses and presents HR/Business data (both internal and external) to provide insight, support solutions to business issues and track performance.

Relationship Management

- Builds effective working relationships with business managers (using the language of the business), peers and other HR functions, together with relevant external organisations.
- Communicates confidently with people at all levels, including senior management.



CIPD
Championing better
work and working lives



CIPD Intermediate Level 5 Certificate in Human Resource Management

As part of the HR Consulting/Partner standard you are required to complete a certificate or diploma as part of the standard.

You will complete the CIPD Certificate / Diploma alongside the level 5 HR Consultant / Partner apprenticeship. This will be delivered through virtual learning activities during the course of your apprenticeship programme

All units must be completed to achieve the qualification
The level 5 certificate / diploma must be completed and achieved prior to end point assessment

CIPD Units

Business Issues
Employment Relations
Developing Professional Practice
Employment Law
Human Resource Function
Using Information in HR

Pre-Enrolment Activities

Before being accepted on to the apprenticeship you will need to complete the following pre-enrolment activities:

IAG Workshop

Attend a virtual workshop session to provide an overview of the following
Overview of the apprenticeship programme
20% Off the Job Training
Attendance at masterclasses and workshops

Initial Assessment:

Complete BKSB maths and English initial assessments

Diagnostic Assessment:

Complete BKSB maths and English diagnostic assessments

Pre-Start Enrolment Form

This form will provide us with basic information about your qualifications and past and current experiences

Skills Scan

Complete skills scan to identify the areas that will be covered during the course to determine whether there are development opportunities and scope for the learner to complete the apprenticeship

Remote Pre-enrolment Review

Attend 1:1 remote session with the learning and skills coach to talk through the pre-enrolment activities and skills scan to confirm suitability

Enrolment form (online):

Complete formal online enrolment form

Apprentice Agreement and Commitment Statement (online):

Read, discuss and agree the apprentice agreement and commitment statement

Formal on-boarding:

Apprentice invited to induction introduction to the apprenticeship programme and first learning session

Apprentices will need GCSE grade A to C or a Level 2 Functional Skill in maths and English. Apprentices who do not currently hold this are required to complete Level 2 Functional skills in maths and English prior to end point assessment (EPA)

Eligibility

The eligibility criteria is as follows:

- UK/EU Resident for three years
- Not currently a student in Funded Learning

Expectations and Commitment

We ask apprentices to:

- Attend all face to face and virtual workshops and master classes as per the delivery plan
- Attend all programme reviews with the Learning and Skills Coach
- Submit and upload assignments and evidence to the online e-portfolio (OneFile) by the stipulated target date to ensure completion of the qualification and apprenticeship within the given timeframe
- Complete all off the job activities to meet the 20% of the job requirement. Record all activities and reflections on OneFile
- Complete at least 4 to 6 hours of self-study each week inclusive of any online learning activities
- Complete shadowing of colleagues and mentoring



End Point Assessment



The end point assessment will begin once the employer, apprentice and ESP are confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard. As part of this process apprentices, employers and ESP will complete a 'Gateway' discussion to confirm competence.

The End-point Assessment consists of the following:

Consultative Project

This assessment is designed to provide you with an opportunity to demonstrate your knowledge and skills learned and developed during your Apprenticeship programme through the completion of a real work based project. The project will require you to describe how you have applied your knowledge and HR related skills to deliver the services required in your own HR Consultant/Partner role.

Professional Discussion

This assessment will take place once your Consultative Project has been completed and assessed.

The Professional Discussion is a structured two way discussion between you and your End-Point Assessor and focuses on the Skills and Behaviours for modules including Personal Development Relationship management and the behaviours of the standard. In addition it may also focus on up to three agreed Modules that were not planned to be included within your Consultative Project. Modules which your Project aimed to but did not fully meet are not permitted to be included in this assessment.

EPA JOURNEY

On-Programme Learning

Minimum 20 months on-programme learning

GATEWAY

Requirement for Gateway Level 2 Maths & English
CITB Cert/Diploma

Planning Meeting

With the apprentice, training provider, employer and End-point Assessor

Professional Discussion

Maximum 1 hour discussion between the apprentice and End-point Assessor

Consultative Project

Complete work based improvement project

Grading and Determination

Grading Fail/Pass/Distinction

ESFA CERTIFICATION



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Progression Opportunities

- Associate Member of the Chartered Institute of Personnel and Development (CIPD). Chartered membership can be achieved through further qualifications or experience based assessment
- Further Career progression through work experience
- Qualifications and further study up to postgraduate level.