

HR Partner Apprenticeship

Level: 5

Duration: 24-36 months

Overview

The HR Consultant will use their expertise to provide and lead the delivery of HR solutions to business challenges, together with tailored advice to the business in a number of areas, typically to mid-level and senior managers. The HR Consultant is tasked with 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, the HR Consultant 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.

Key Knowledge/Skills/Behaviour:

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

Behaviour:

- Flexibility
- Resilience

Entry requirements:

The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher. It is expected that apprentices without Level 2 Maths and English will need to achieve this level prior to completion of their Apprenticeship.

Typical job roles:

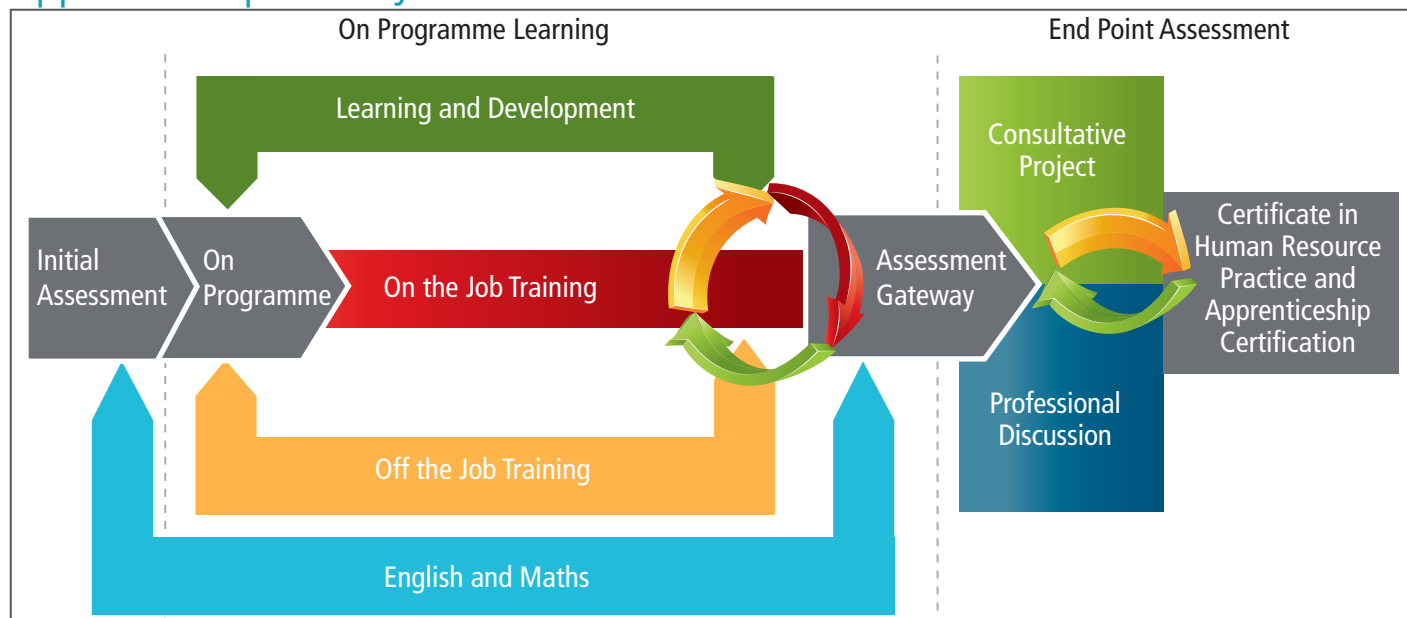
HR Manager, HR Advisor, HR Analyst, HR Business Partner, HR Consultant, Recruitment Manager.

Qualification achieved and professional registration:

- CIPD Level 5 Intermediate Diploma in Human Resource Management.

Successful completion of this standard enables the apprentice to apply to become an Associate Member of of the Chartered Institute of Personnel and Development. Chartered membership can be achieved through further qualifications or experience based assessment.

Apprenticeship Journey



Assessment method	Weighting	Duration	To achieve a pass	To achieve a distinction
Consultative Project	50%	3-4 months	Pass (60 to 84 marks)	Distinction (85 to 100 marks)
Professional Discussion	50%	3-4 months		

Off the job training

The apprentice will spend 20% of their training on learning and developing the required knowledge, skills and behaviours, which will take place out of the workplace and can be in a variety of ways such as; at college, online or face to face training and self-study time.

Support from us

A dedicated Skills Coach will ensure apprentices are on track to complete their work-based learning and academic studies and will have the opportunity to feedback and tailor the programme further.

Recruit an apprentice

Our Account Managers will support and guide you through every step of the way when taking on an apprentice, call our team of experts on 020 7391 6400 and we will advise you on the best way to proceed according to your requirements.

Did you know you can use the government funding for apprenticeships to further develop the skills and knowledge of your existing staff

**020 7391 6400 | employer@capitalcct.ac.uk
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