

People Professional Level 5 Higher Apprenticeship

Qualification aims/objectives/suitability

This role can be found in organisations of any size, in any sector. In smaller organisations, this type of role is likely to have a broader remit. People Professionals play a key role in supporting the business to meet its strategic objectives by driving forward the People agenda. 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.

The broad purpose of the occupation is to support the business to meet its objectives through the People agenda and relative initiatives. People expertise will be used to provide advice, views and challenges to the business, enabling the role to be involved in a wide range of projects and tasks.

In their daily work, an employee in this occupation will give specific advice and coaching on the interpretation of applicable policies and employment law to the business. They will also support on people related elements of business projects. They will work with stakeholders inside the People function, internal stakeholders, and external stakeholders as appropriate.

An employee in this role will interact with various roles at differing levels of the organisation from within HR to other business areas. The ability to communicate, influence and negotiate is key whilst adopting evidence-based decision making.

An employee in this occupation could be responsible for supporting the business to deliver their objectives through development of a People plan and making recommendations on what the business can or should do in specific situations. Along with supporting managers and leaders to implement their People strategies. They will use data to provide insights into People trends and issues and create solutions to deal with them. Maintaining knowledge of both internal and external environments and how this impacts the role. As well as contributing to the review, design and update of any People policies and processes ensuring they are in line with legislative requirements and keeping up to date with emerging thinking and People trends.

Functional Skills

Apprentices without English or Maths at Level 2 must achieve this prior to taking the end point assessment. The lessons will be delivered either in the workplace or at the training provider.

All exams will be held at the training provider.

Qualification

Level 5 Associate Diploma in People Management

The successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and

Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements).

Duration

22 - 26 months

Venue

The standard and the diploma will be delivered and supported in the workplace and by the training provider.

Contact us for further information:
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