

HR CONSULTANT PARTNER LEVEL 5

 **CIPD**

Approved centre

Human resources consultant, HR business partner and HR manager are typical job roles the level 5 standard would support. Individuals in this role will use their HR expertise to provide and lead the delivery of HR solutions to business challenges, providing tailored advice to the business in several HR areas. The HR role will provide support across a range of HR areas including Resourcing, Total Reward, Organisation Development, and HR Operations, as this is contained in both qualification options included in this standard.

Individuals will often be required to make decisions and recommendations on what the business can or 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 and work 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.

Delivery model

CIPD Level 5 Intermediate Diploma in Human Resource Management will be completed alongside the Standard and must be achieved before the End Point Assessment can take place. The delivery of the programme will be through a blend of online learning, video tutorials, virtual classrooms, 1-1 coaching and practical learning opportunities.

All learning will be supported by dedicated Learning Coaches and you are assessed through a variety of assessment methods to ensure that all the learning outcomes and assessment criteria are met in a way that enhances their learning experience.

When you have completed all agreed learning and achieved the required exams, including the CIPD diploma you will be invited to attend a gateway meeting to

discuss readiness for end point assessment (EPA). If no further learning is identified, you will progress through to EPA. You will be assessed against the requirements of the standard and awarded a final, overall grade for your apprenticeship.

Your commitments

If you do not currently hold English and maths qualifications at level 2, you will undertake Functional Skills at Level 2 as part of your apprenticeship programme.

You are entitled to 20% of your working hours away from your job to complete work towards your apprenticeship programme. Your Learning Coach will support you and your employer to measure and record this across the whole of your apprenticeship.



Entry requirements

- Initial Assessments in Maths and English at Level 1 or above



Typical duration

18 months + 3 months EPA



Delivery model

Virtual learning and coaching through:

- Online
- Zoom
- Microsoft Teams
- Workplace Development Activities
- 1-1 coaching
- Assignments



Knowledge, Skills & Behaviours

- Business understanding
- HR Legislation and policy
- HR Function
- HR Systems and processes
- Service delivery
- Problem solving
- Communication and interpersonal
- Teamwork
- Process Improvement
- Managing HR information
- Personal development
- Honesty and integrity
- Flexibility & resilience



End Point Assessment

- 5000-word project
- Professional discussion

It's as easy as...

**1.
Sign-up**

**2.
Launch
Programme**

**3.
Induction**





Knowledge

Knowledge will be delivered through online webinars, 1-1 sessions and Individualised learning resources by our Specialist and highly experienced HR Level 7 Learning Coaches. You will learn about Talent, Workforce Planning, Reward & Performance, Leading Change, Employee Relations, People Analytics, Organisational Culture & Critical Business Thinking.

Skills

Skills will be developed through underpinning knowledge delivered by online webinars, 1-1 coaching and workplace mentoring and experiences. Some of the core technical skills you will develop are problem solving, service delivery and managing HR information.

Behaviour

We will support you in developing key behaviours to be a competent HR Assistant: Honest, flexible, and resilient.

End Point Assessment Requirements

The Consultative Project is a real example of work demonstrating how HR related skills and knowledge have been used to deliver HR services to support a customer.

Professional discussion focuses on the skills and behaviours specified in Apprenticeship Standard, together with any knowledge and skills components that were not previously covered in the Consultative Project.