

L5 HR Consultant / Partner Apprenticeship

Apprenticeships are real jobs - with plenty of hands-on experience, a salary and the chance to gain your qualifications - all while getting that real-world work experience you'll need for your next step.



What will I be training to do at work?

Within the HR Consultant / Partner there is an option to specialise in one of the following areas:

Core HR - Excellent working knowledge of the principles and practices in at least one of Employee Relations, Performance Management, Employee Engagement, and their application in delivering HR solutions to business challenges.

Resourcing - Excellent working knowledge of the principles and practices of resourcing, covering the complete process, from attraction to induction, including the use of social media and their application in delivering HR solutions to business challenges.

Total Reward - Excellent working knowledge of the principles and practices of reward, compensation and benefits and their application to all levels of the organisation.

Organisation Development - Excellent working knowledge of the principles and practices in one of Organisation Development, Learning & Development, Talent Management and their application in delivering HR solutions to business challenges.

HR Operations - Excellent working knowledge of the principles and practices of running HR Operations, including a service centre, technology, and HR data/analytics to provide services required by the business.

Entry requirements?

- A minimum of 4 GCSEs at grades 4 - 9 (GCSE C or above) English and Maths
- Be able to work more than 30 hours per week
- Must have worked within a HR environment or achieved an academic qualification (to at least L3) and have experience of writing academic assignments including referencing
- To sit an assessment for English, maths, and entry for CIPD Diploma or Certificate
- An interview with CIPD and Apprenticeship Tutor

How does the apprenticeship work?

The apprenticeship lasts approx. 24-36 months.

Apprentices attend college for 4 hours per week (term time) and work towards the CIPD Diploma or Certificate in Human Resources Level 5. Completing 6 modules for the certificate or 8 modules for the diploma each assessed by an assignment.

Telford College works with the employer to create a specific development plan to meet the apprenticeship standards which the apprentice is expected to work towards. Whilst working to the plan in the workplace the apprentice will track the journey mapping to the required standards showing valuable knowledge, skills and practical experience gained. Alongside an off the job record highlighting all the learning that has taken place (a min of 20% of the duration of the apprenticeship).

Apprentices are supported by a CIPD tutor whilst at college, assessment in the workplace and with regular reviews between the employer, tutor, and apprentice to discuss progress and achievements. When the apprenticeship standard, off the job learning hours and CIPD has been completed apprentices move to Gateway. This is where the employer confirms competency and a project is set for the apprentice to complete ready for End Point Assessment (EPA).

A project report is created by the apprentices and submitted to the EPA for grading. Following the submission, a discussion takes place to confirm competency and is graded. The apprenticeship is graded fail, pass or distinction with a transparent criteria to meet.

At the end of the apprenticeship

Apprentices will achieve a CIPD Level 5 Certificate or Diploma in Human Resources depending on the chosen route, they will also achieve the HR Consultant / Partner Apprenticeship at Level 5.

Next step following completion of the apprenticeship

Many apprentices remain employed with the company and move onto HR Level 7. Other options include L&D Apprenticeships.