



Programme Overview

HR Consultant/ Partner

Level 5

“Human resources isn’t a thing we do. It’s a thing that runs our business”- Steve Wynn



Standard for HR Consultant/ Partner

Individuals in this role will use their HR expertise to provide and lead the delivery of HR solutions to business challenges, together with tailored advice to the business in a number of HR areas, typically to mid-level and senior managers. They will often be required to make decisions and recommendations on what the business can/ should do in a specific situation. They will be influencing managers to change their thinking as well as bringing best practice into the organization.

How much does the course cost?

This course costs £9,000 which is paid for by the company. It is therefore of real benefit to you as an employee and to us as your employer!

You have the opportunity to complete this course for free! All we ask is that you are committed to the work required for the course and dedicate yourself to your learning programme.

What will I be learning as part of the standard?

Knowledge	What is required (through formal and learning applied according to business environment)
HR Technical expertise	Good understanding across all HR disciplines, HR legislation and 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.
Business understanding	Understands what the organisation does, the external market and 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.
HR Function	Understands the structure and responsibilities of the HR function, policies and processes, and where to source HR specialist expertise.
MI and Technology	Understands HR systems and where to find HR and management data, both internally and externally, including benchmarking. Knows how technology, including social media, is impacting the business and HR.

Skills	What is required (acquired and demonstrated through continuous professional development)
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, Reward. Contributes to the development of relevant HR policies & procedures and/or HR initiatives.
Providing support and advice	Tailors business-centred 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.
Contributing to Business change	Leads the HR contribution to business projects and change programmes to support positive behavioural, business or organisational change.
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.
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
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.

Behaviours	What is required
Flexibility	Adapts positively to changing work priorities and patterns, ensuring key business and HR deadlines continue to be met. Curious about HR/business trends and developments, incorporating them into their work.
Resilience	Displays tenacity and proactivity in the way they go about their role, dealing positively with setbacks when they occur. Stays positive under pressure.

How will I achieve the standard?

You will participate in four elements of “End Point Assessment” and achieve a minimum 50% for each component.

Assessment Method	Area Assessed	Assessed By	Weighting
Consultative Project	Knowledge and some Skills	Independent Assessment Organisation	50%
Professional Discussion	Behaviours and some Skills	Independent Assessment Organisation	50%

How long will it take?

The standard takes 18 months with an integrated approach to the assessment of knowledge, skills and behaviours

We will cover the breadth and depth of the standard using on-programme assessment methods that integrate knowledge, skills and behavior components, and which ensure that you are sufficiently prepared to undertake your End Point Assessment.

Qualifications

The apprentice will complete an appropriate qualification (as considered most relevant by the employer), within which they will be able to focus on their chosen option, from the Chartered Institute of Personnel and Development:

CIPD Level 5 Intermediate Certificate in Human Resource Management

CIPD Level 5 Intermediate Diploma in Human Resource Management

Apprentices without Level 2 English and Math's will need to achieve this level prior to completion of their Apprenticeship

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