

# *People & Culture*

*Partnering with Employers. Building Capability.  
Delivering Results.*



76%  
Achievement  
Rate  
2024-2025



# A Word from Our CEO

“We’re passionate about helping people and organisations reach their full potential. Our People and Culture Apprenticeship programmes focus on developing the HR and learning professionals who shape positive workplaces, nurture talent, and drive organisational success. Together with employers, we’re building confident, capable individuals who make a lasting impact on the people they support and the cultures they create.”

Natalie Cahill, Chief Executive, Fareport Training

## Why choose Fareport Training?

At Fareport Training, we’re passionate about creating opportunities that inspire growth and long-term success. Our learner-focused approach ensures every programme builds the confidence, skills, and experience needed to thrive in the modern workplace. For employers, we’re a trusted partner - helping to develop motivated, capable teams that drive business performance and future success.



- ✓ Industry-Recognised Training
- ✓ Flexible Learning
- ✓ Expert Trainers & Assessors
- ✓ Government-Funded Options





# Apprenticeships

## What are Apprenticeships?

An Apprenticeship is a structured training programme that combines practical, on-the-job experience with off-the-job learning to develop the knowledge, skills, and behaviours employees need to excel in their roles. Apprentices work while they learn, gaining industry-recognised qualifications that enhance their performance and contribute to business success. For employers, Apprenticeships are a powerful way to build a skilled, motivated workforce, nurture future leaders, and address skills gaps within the organisation.



## How they work

People and Culture Apprenticeship programmes are a partnership between the employer, the apprentice, and Fareport Training. Learners gain hands-on experience in real life settings, supported by dedicated off-the-job training that builds knowledge and confidence. Guided by their line manager and a Fareport trainer, apprentices receive ongoing support and regular reviews to ensure progress, practical application, and successful completion of their programme.

## Delivery models for Apprenticeships



**Classroom Training**



**1:1 Session**



**Webinars**



**Group Discussion**



**Exam Prep**



**Online Guided  
Study Tasks**



**Online Portfolio**



**Self Study  
Workbooks**





# Shaping skilled, confident people for the future of work

## The benefits for employers:

- **Develop a Skilled Workforce** - Structured training ensures staff gain practical, job-ready skills tailored to your organisation's needs.
- **Improve Staff Retention** - investing in employee development builds loyalty and reduces costly turnover.
- **Address Skills Gaps** - Create a sustainable pipeline of qualified professionals to meet business growth and workforce demands.
- **Enhance Performance and Culture** – Skilled people professionals drive engagement, wellbeing, and continuous improvement.
- **Cost-Effective Training** - Government funding and incentives make Apprenticeships an affordable way to upskill your team.
- **Build Future Leaders** - Apprenticeships prepare employees for strategic HR, L&D, and management roles.

## Our People & Culture Apprenticeship programmes

- ✓ **HR Support Level 3**
- ✓ **Learning & Development Practitioner Level 3**
- ✓ **Learning & Skills Mentor Level 4**
- ✓ **Learning & Development Consultant/Business Partner Level 5**
- ✓ **People Professional (HR) Level 5**



# HR Support

Level 3

16 months + EPA

## Overview

An HR Support Worker provides front-line HR support within an organisation, handling day-to-day queries and offering guidance to managers and employees on a wide range of HR matters. This role is typically based within the HR function of a medium to large organisation, or may be undertaken by an HR Manager in a smaller organisation.

## Training Requirements

At the start of the apprenticeship, it is expected that you will be working at a level equivalent to A-C or Grade 4 and above GCSE Maths and English or Functional Skills at Level 2.



Course Page

## What's Received

- ✓ HR Support Standard Level 3



## Topics Covered

- ✓ Business Understanding
- ✓ HR Legislation and Policy
- ✓ HR Systems and Processes
- ✓ Managing HR Information



# Learning & Development Practitioner

Level 3

13 months + EPA

## Overview

A Learning and Development Practitioner typically focuses on the practical delivery of learning and training within an organisation. Working closely with colleagues in Human Resources and subject matter experts across the business, they help identify learning needs and support the design and delivery of training that develops employee skills and capability.

## Training Requirements

Candidates should be working in a role where they are identifying learning/training needs, designing/sourcing training and learning solutions, delivering and evaluating training, and working with stakeholder/business area managers. The entry requirement for this apprenticeship will be decided by each employer.



Course Page

## What's Received

- ✓ Learning and Development Practitioner Standard Level 3



## Topics Covered

- ✓ Communication
- ✓ The latest learning practices
- ✓ Evaluation of impact
- ✓ Training design and delivery



# Learning & Skills Mentor

Level 4

14 months + EPA

## Overview

A Learning and Skills Mentor supports learners to develop the knowledge, skills and behaviours needed to succeed in their programme. They help learners apply their learning in practical work environments, often working on a one-to-one basis or with small groups, and provide practical, technical and pastoral support throughout the learning journey.

## Training Requirements

This programme is designed for individuals working in medium to large organisations who support, guide and supervise learners of all ages and levels as they develop in a new role.



Course Page

## What's Received

- ✓ Learning and Skills Mentor Standard Level 4



## Topics Covered

- ✓ How to plan for mentoring sessions
- ✓ Mentoring theory and models
- ✓ Roles and responsibilities of a mentor
- ✓ How to establish and manage a mentoring contract



# Learning & Development Consultant/Business Partner

Level 5

14 months + EPA

## Overview

A Learning and Development Consultant/Business Partner ensures that learning and development activities contribute to improved performance across the organisation. The role may be generalist or specialist, with expertise in areas such as organisational development, digital and blended learning, resourcing, or talent management.

## Training Requirements

Candidates should be working in a role where they are responsible for ensuring that learning and development contributes to improved performance at an individual, team and organisational level. They should also have responsibility for aligning learning and development activity with the strategic goals and priorities of the business.



Course Page

## What's Received

- ✓ **Level 5 Learning and Development Consultant/Business Partner Standard Level 5**



## Topics Covered

- ✓ **Measuring impact and ROI**
- ✓ **Facilitation skills**
- ✓ **Budget and resource management**
- ✓ **Building effective work relationships**



# CIPD People Professional

Level 5

21 months + EPA

## Overview

This qualification is designed for individuals working in a generalist or specialist HR role. Candidates are expected to have a strong understanding of a broad range of HR disciplines and people management practices. They may be responsible for making recommendations and influencing decisions, supporting managers to adopt best practice and effective people management across the organisation.

## Training Requirements

Candidates should be working within the HR function in a small to large organisation, in roles such as HR Manager, Consultant or Business Partner. They will use their expertise to provide and lead the delivery of HR solutions to business challenges, while offering tailored advice and guidance to mid-level and senior managers.



Course Page

## What's Received

- ✓ People Professional Standard Level 5
- ✓ CIPD Level 5 Associate Diploma in People Management



## Topics Covered

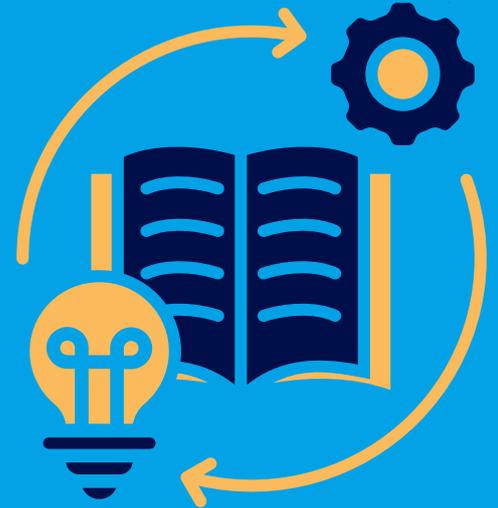
- ✓ HR Technical Expertise
- ✓ Business Understanding
- ✓ Building HR Capability
- ✓ HR Function



# Our Trainers

We know that communication is key, which is why we've developed an experienced team dedicated to supporting you throughout every stage of the qualification journey. Our trainers are highly qualified within their fields and take pride in aligning their approach with the vision, values, and expectations of our clients.

Ongoing **Continuing Professional Development (CPD)** is central to our practice, ensuring our trainers remain current with industry standards, emerging trends, and best practices. This commitment enables them to deliver engaging, relevant, and high-quality learning experiences that inspire growth and lasting success.



**Jemma  
Bradshaw**



**Amy  
Hutton**





# Partner with Fareport Training

Whether you're an employer looking to grow your team or an individual ready to take the next step in your career, we're here to help. Get in touch with Fareport Training to find the right apprenticeship, funding option, or support for your goals.



Let's Talk about the training and skills you need for your business. Our team is ready to help you find the best apprenticeship route for your employees, new and existing.

Contact us today  [hello@fareport.co.uk](mailto:hello@fareport.co.uk)



**SCAN ME**

