

ONBOARDING PROCESS:

1



Application Form

5 days to complete

2



Eligibility Check

Approximately 3-5 days from submission

3



Eligibility Confirmation & Initial Assessment

5 days to complete

4



Trainer Contact

Within 1 week of eligibility confirmation

5



Meet the Trainer

To be booked in line with availability of all parties – with consideration of cohort dates if appropriate

6



Final Approval

Internal process to enrol your details onto internal systems

Month 1-2

Professional Behaviours and Business context

Personal effectiveness, understanding the HR function and strategy alignment

Month 3-5

Organisation & Culture

Understanding organisational performance and culture

Month 6-8

Change, Stakeholders & Evidence-Based Practice

Managing change, developing stakeholder engagement, using evidence to inform decisions

Month 15-16

Talent & Workforce Planning

Strategic workforce planning and talent management

Month 12-14

Employment Relationship & Law

Managing employment relationships and employee voice, embedding legal frameworks and policy

Month 9-11

Data & Digital HR

Data-driven decision making and digital working, project management fundamentals

Month 17-18

Commercial & Reward Focus

Commercial and budgetary awareness, reward strategies

Month 19-20

Portfolio Consolidation & Specialist Knowledge

Preparing for EPA and deepening expertise with optional chosen unit

Month 21-24

Gateway & EPA

Final project, presentation, professional discussion-5C003 Assignment

PLUS:

Recognised Prior Learning

Fareport takes your prior learning into account, so you won't need to repeat training you've already completed.



One-to-ones With Your Trainer

Expert advice and guidance throughout your programme from industry expert trainers.



Additional Learning Support

Additional Learning Support (ALS) is tailored to your needs so you can make the most of your Apprenticeship.



Functional Skills Training

Learners under 19 who do not have exemptions will still be required to achieve Level 2 Functional Skills. If over 19 will have the option to opt in or out of Functional Skills training.



People Professional

Level 5

21 Months + EPA

Overview

This qualification is for those in a generalist or specialist HR role. Candidates will need to have a good grounding across the whole range of HR disciplines and people management responsibilities. They 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.

Training Requirements

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

What's Received

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

Assessment Method

- ✓ Consultative Project
- ✓ Presentation/ Q&A

Topics Covered

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

Suitable For

- ✓ HR Business Partner
- ✓ Employee Relations Consultant
- ✓ Operations Lead

