



People professional

Key information

Reference: ST0238

Version: 1.3

Level: 5

Typical duration to gateway: 22 months

Typical EPA period: 3 months

Maximum funding: £11000

Route: Business and administration

Date updated: 28/09/2023

Approved for delivery: 18 August 2017

Lars code: 190

EQA provider: Ofqual

Review: this apprenticeship will be reviewed in accordance with our change request policy.

Apprenticeship summary

Overview of the role

Providing People Professional expertise within a company or organisation.

Occupation summary

This role can be found in organisations of any size, in any sector. In smaller organisations, this type of role is likely to have a broader remit. People Professionals play a key role in supporting the business to meet its strategic objectives by driving forward the People agenda. People Professionals are responsible for various activities from attracting, recruiting, developing, and retaining talent, managing payroll and benefits, supporting positive employee relations, and ensuring compliance with employment law.

The broad purpose of the occupation is to support the business to meet its objectives through the people agenda and relative initiatives. People expertise will be used to provide advice, views, and challenge to the business, enabling the role to be involved in a wide range of projects and tasks.

In their daily work, an employee in this occupation will give specific advice and coaching on the interpretation of applicable policies and employment law to the business. They will also support on people related elements of business projects. They will work with stakeholders inside the People function, internal stakeholders, and external stakeholders as appropriate.

An employee in this role will interact with various roles at differing levels of the organisation from within HR to other business areas. The ability to communicate, influence and negotiate is key whilst adopting evidence-based decision making.

An employee in this occupation could be responsible for supporting the business to deliver their objectives through development of a people plan. Making recommendations on what the business can or should do in specific situations. Supporting manager and leaders to implement their people strategies. Using data to provide insights into people trends and issues and creating solutions to deal with them. Maintaining knowledge of both internal and external environment and how this impacts role. Contributing to the review, design and update of any people policies and processes ensuring they are in line with legislative requirements. Keeping up to date with emerging thinking and people trends.

Typical job titles include:



Duties

Duty 1 Implement people strategies and equality objectives for the business.

Duty 2 Address people issues within your area of work, managing risks and creating innovative solutions.

Duty 3 Develop and implement annual people plans and projects. Align to business and people strategies ensuring equity, diversity, and inclusion.

Duty 4 Maintain up to date people policies, ensuring developments in people practice are embedded.

Duty 5 Make and present evidence-based decisions for people solutions, drawing on and carrying out relevant research and utilising benchmarking data.

Duty 6 Provide advice, guidance, and training to the business on people related issues in line with business policies and employment law.

Duty 7 Develop and maintain inclusive relationships with internal stakeholders to influence and support their people requirements.

Duty 8 Contribute to workforce design and succession planning, identifying future trends and issues across the organisation.

Duty 9 Contribute to the ongoing success and growth to their organisation by providing insight on people related issues.

Duty 10 Evaluate impact of people policies and procedures on the organisation, its culture, and its people.

Duty 11 Lead people development such as talent management, coaching and mentoring arrangements, for their organisation.

Duty 12 Support the improvement of the agility and productivity of workforces and organisations, to enable innovation and collaborative working using technology.

Duty 13 Enable the 3 pillars of sustainability (Economy, Society and Environment) and social value.

Apprenticeship summary

ST0238, people professional level 5

This is a summary of the key things that you – the apprentice and your employer need to know about your end-point assessment (EPA). You and your employer should read the EPA plan for the full details. It has information on assessment method requirements, roles and responsibilities, and re-sits and re-takes.

What is an end-point assessment and why it happens

An EPA is an assessment at the end of your apprenticeship. It will assess you against the knowledge, skills, and behaviours (KSBs) in the occupational standard. Your training will cover the KSBs. The EPA is your opportunity to show an independent assessor how well you can carry out the occupation you have been trained for.

Your employer will choose an end-point assessment organisation (EPAO) to deliver the EPA. Your employer and training provider should tell you what to expect and how to prepare for your EPA.

The length of the training for this apprenticeship is typically 22 months. The EPA period is typically 3 months.

The overall grades available for this apprenticeship are:

- fail
- pass
- merit
- distinction

When you pass the EPA, you will be awarded your apprenticeship certificate.

EPA gateway

The EPA gateway is when the EPAO checks and confirms that you have met any requirements required before you start the EPA. You will only enter the gateway when your employer says you are ready.

The gateway requirements for your EPA are:

- achieved English and mathematics qualifications in line with the apprenticeship funding rules
- for the presentation and questioning, the project's title and scope must be agreed with the EPAO and a project summary submitted
- for the professional discussion underpinned by a portfolio of evidence, you must submit a portfolio of evidence
- passed any other qualifications listed in the occupational standard

For the people professional, the qualification required is:

L5 Associate Diploma in People Management all units bar one. On programme the apprentice must complete 2 core units 5CO01 and 5CO02, 3 specialised units 5HR01, 5HR02 and 5HR03 plus 1 optional unit from 5OS01, 5OS02, 5OS03, 5OS04, 5OS05, 5OS06 or 5OS07. Unit 5CO03 must not be completed on programme as it is the integrated module.

Assessment methods

Presentation with questions

You will produce and deliver a presentation to an independent assessor. You must submit your presentation slides and any supporting materials to the EPAO by the end of week You have 5 of the EPA period. The presentation and questions will last at least 50 minutes. The independent assessor will ask you at least 6 questions.

Professional discussion underpinned by a portfolio of evidence

You will have a professional discussion with an independent assessor. It will last 75 minutes. They will ask you at least 7 questions. The questions will be about certain aspects of your occupation. You need to compile a portfolio of evidence before the EPA gateway. You can use it to help answer the questions.

Integrated Assessment - Assignment

You will complete an assignment requiring long written answers.

The assignment will have 2 long response written questions. You will have up to 6 weeks to complete it.

The EPAO will confirm where and when each assessment method will take place.

Who to contact for help or more information

You should speak to your employer if you have a query that relates to your job.

You should speak to your training provider if you have any questions about your training or EPA before it starts.

You should receive detailed information and support from the EPAO before the EPA starts. You should speak to them if you have any questions about your EPA once it has started.

Reasonable adjustments

If you have a disability, a physical or mental health condition or other special considerations, you may be able to have a reasonable adjustment that takes this into account. You should speak to your employer, training provider and EPAO and ask them what support you can get. The EPAO will decide if an adjustment is appropriate.

Professional recognition

This apprenticeship aligns with Chartered Institute of Personnel and Development for Associate Member

Please contact the professional body for more details.

Version log

Version	Change detail	Earliest start date	Latest start date	Latest end date
1.3	Occupational standard, end-point assessment plan and funding band revised.	28/09/2023	Not set	Not set
1.2	Standard revised	07/03/2023	27/09/2023	Not set
1.1	The funding band for this standard has been reviewed as part of the apprenticeship funding band review. The new funding band is £7000. Typical duration changed from 36 months to 19 months on 30/05/2022	05/07/2019	06/03/2023	Not set
1.0	Approved for delivery	18/08/2017	04/07/2019	Not set

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