HR CONSULTANT/ PARTNER

The HR Consultant/ Partner Apprenticeship will be best suited to HR Managers, HR Consultants and /or HR Business Partners.

The course contains options for HR specialisms and for people management responsibilities.

Course Overview

Individuals completing this course will use their HR expertise to provide and lead the delivery of HR Solutions to business challenges to the business in a number of HR areas to mid – senior managers.

They will be influencing managers to change their thinking as well as bringing best practice to the organisation. They will also likely to lead the people related elements of business or HR projects.

Modules

The course will focus on the following requirements, knowledge, skills and behaviours:

Knowledge

HR Technical Expertise

• Good understanding across all HR disciplines, HR legislation and an excellent working knowledge of the organisations HR policies and procedures

Business Understanding

• Understands what the organisation does, the external market and sector it operates in, its challenges and issues. Understanding business and HR KPI's and metrics, building a clear picture of how a business is performing. Understands the impact of this on their own role.

• 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.

Course code
AS5 HR Con/ Prac

Award on successful completion
HR Consultant/ Partner Standard including CIPD L5 Certificate

Study type
Day Release

Level
5

Start date
September

Duration
2 – 3 years

Fees
£7000 for levy payers and 5% contribution for non-levy payer £350.

Location
Worcester Campus

www.howcollege.ac.uk
apprenticeships@howcollege.ac.uk
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Skills

What is required

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.
- 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.

Option

- HR specialisms (The apprentice will select one of the following options).
- Knowledge (HR Technical Expertise).

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What is required

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 and analytics to provide services required by the business.

Entry requirements

Maths and English Grade 4 and above, HR Support or to be working at the level of the course with experience.

Methods of assessment

Assignments, Exams, EPA

The EPA consists of three elements, all of which may be completed online. All assessment methods need to be passed. Each assessment method should directly assess the knowledge, skills and behaviours of the Standard. The assessor has the final decision.

What can I do next?

CIPD Level 7.