

HR Consultant/Partner  
**Level 5**



# Overview

## Apprenticeship: HR Consultant/Partner

**Qualification:** Level 5

**Duration:** Up to 24 months

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. They could be in a generalist role, where they provide support across a range of HR areas - likely to be the core HR option; or a specialist role, where they focus on and have in-depth expertise in a specific area of HR.



### Type of job roles the programme is for

- HR Advisor
- L&D/HR Officer
- HR Business Consultant

### Qualifications

- CIPD Level 5 Diploma
- Functional Skills in Maths
- Functional Skills in English

### Progression opportunities

- Operations/Departmental Manager Level 5
- HR Level 7

### Core competencies

- Business understanding
- HR legislation and policy
- HR support and advice
- Business change
- HR information analysis

# Training Process

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- New learners are assessed by a Skills Coach to ensure their suitability for the programme
- After this, they will complete an initial assessment and scoping to identify areas of improvement and development goals
- An apprenticeship induction is then held for new learners, where they will be introduced to the schedule of study

### Modules

Ongoing Skills Development Coach Support

#### 1 - Developing Professional Practice

- Classroom/Online: 2 half days structured tuition plus self study

#### 2 - Business Issues and the Context of HR

- Online/Classroom: 2 half days structured tuition plus self study

#### 3 - Using Information in HR

- Classroom/Online: 2 half days structured tuition plus self study

#### 4 - Coordinating the HR Function

- Classroom/Online: 2 half days structured tuition plus self study

#### 5 - Employment Law

- Classroom/Online: 2 half days structured tuition plus self study

#### 6 - Resourcing and Talent Planning

- Classroom/Online: 2 half days structured tuition plus self study

#### 7 - Reward Management

- Classroom/Online: 2 half days structured tuition plus self study

#### 8 - Contemporary Developments in HR

- Classroom/Online: 2 half days structured tuition plus self study

### Gateway

- 20-22 months

### Assessment

- 22-24 months
- 50% Consultative Project, 50% Professional Discussion

# Pathway

**Apprenticeship:**  
**HR Consultant/Partner**

There is a clear GC Education & Skills career pathway for the apprentice once they've completed the Level 5 HR Consultant course.

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## HR Apprenticeship Routes

**Level 3**

HR Support Level 3

**Level 5**

HR Consultant/Partner Level 5