

WE ARE HERE TO HELP APPRENTICES BEE WHAT THEY WANT TO BEE

HR Consultant/Partner Apprenticeship

1 The Apprenticeship

The HR Consultant will use their expertise to provide and lead the delivery of HR solutions to business challenges, together with tailored advice to the business in a number of areas, typically to mid-level and senior managers.

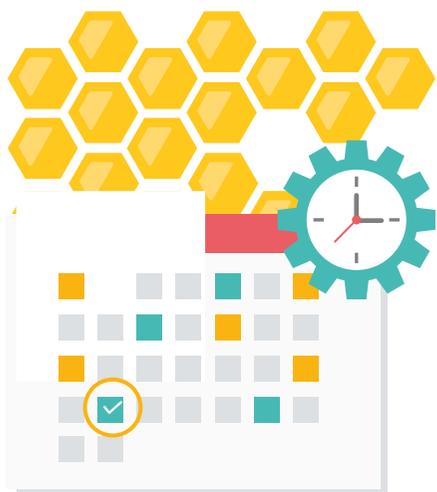
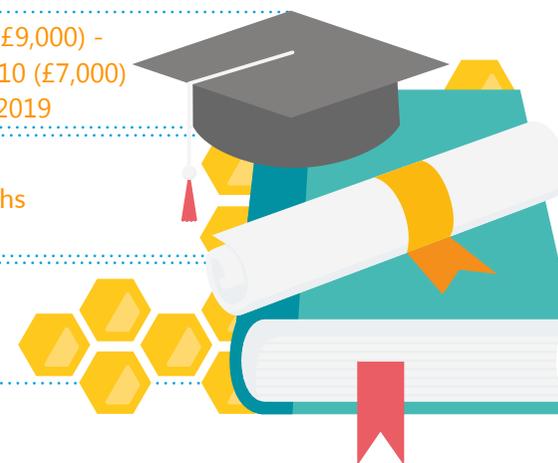
A HR Consultant is tasked with influencing managers to change their thinking as well as bringing best practice into the organisation. They are also likely to lead the people related elements of business or HR projects. Whatever their role, a HR Consultant will need to link the work they do to the context and priorities of the business. In a larger organisation, they may be one of a team supporting the business and they may also have responsibility for managing people.

For more information on this apprenticeship standard, visit the [Institute for Apprenticeships](#).

Funding Band: 12 (£9,000) -
changing to band 10 (£7,000)
from October 4th 2019

Duration: 36 months

Level: 5



2

Initial Assessment Plan

Employers will set their own entry requirements in order to start on this apprenticeship.

3

On-the-job and Off-the-job training

This is where all the apprentice's training and development takes place. They will be busy making sure they have packed all the essential items to complete their journey. This may include a qualification if it is identified as a requirement in the standard.

Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan. Mathematics and English are required (level varies according to the standard).



4 Gateway

In order to enter into this phase, the apprentice will need to have passed all the relevant knowledge, skill and behaviour criteria as set out in the apprenticeship standard. It will be the employer's decision to place an apprentice through End-Point Assessment



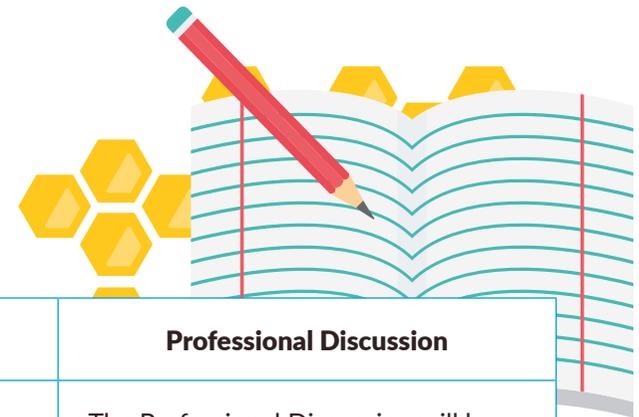
In order to pass, the apprentice must have achieved:

- Evidence of the relevant behaviours
- Level 2 in Mathematics and English
- On-programme progression meetings and records (if utilised)

If all the above has been completed, employers can feel confident that they are putting forward apprentices who are in the best shape to pass their End-Point Assessment.

5 End-Point Assessment

The synoptic End-Point Assessment will consist of **two** equally-weighted components. In order to pass the apprenticeship, the apprentice is required to pass each component. Each component is scored out of 100 and is broken down as follows:



Consultative Project	Professional Discussion
<p>The Consultative Project will be a real example of work done by the apprentices in their role that will be completed after the Gateway, taking a maximum of three months. The Project will require the apprentice to describe how they have applied their knowledge and HR related skills to deliver the services required by the role as described in the Standard. It should describe a situation where the apprentice has successfully worked with a customer (probably an internal one) to deliver a specific piece(s) of HR advice or provide an HR solution(s) for them. The content of the 5000-word project should include the project objectives, the scope of the work, a description of the situation/problem/business need, the methodology used, information gathered, any conclusions and recommendations and finally what the implementation plan was.</p> <p>Distinction, Pass</p>	<p>The Professional Discussion will be conducted after the Independent End-Point Assessor has reviewed and marked the Consultative Project. It will focus on the skills and behaviours specified in apprenticeship standard, together with any knowledge and skills components that were not previously covered in the Consultative Project. Each of the End-Point Assessment components are weighted 50% each with Pass/Distinction grading the achievable results Distinction, Pass</p>

Grading

Once the two assessments have been completed, you will be provided with a mark score for each component and the overall grade for your apprenticeship will be worked out using the following grading table:

Consultative Project	Professional Discussion	GRADE
Pass	Pass	Pass
	Distinction	Pass
Distinction	Pass	Pass
	Distinction	Distinction



6

Completion and Certification

Once the assessor verifies the apprentice has successfully completed all End-Point Assessments, TQUK will initiate the certification process. Working with the Education & Skills Funding Agency, we will ensure the apprentice receives their certificate in recognition of completing their apprenticeship.

7

Occupational competence

Once the apprentice has achieved the HR Consultant apprenticeship there are many additional avenues which can enhance their training and skill set. These can include development into a HR Manager, Employee Relations Manager or Training and Development Manager.

