



# SENIOR PEOPLE PROFESSIONAL LEVEL 7 APPRENTICESHIP STANDARD

End Point Assessment Organisation: CIPD  
Embedded Qualification: CIPD Level 7 Diploma



## Group Workshops: 9

1-2-1 Sessions: up to 15 visits with a skillscoach.

Your skillscoach will work with you to build up your portfolio, complete functional skills (where required) and prepare for your end point assessment.

## Workshop modules

### Year 1

6 core modules: focus on core components of the standard:

1. Employee life cycle & Organisation culture
2. Business acumen & Measuring value and impact
3. Technology & Change methodology
4. Strategic workforce planning & Diversity and inclusion
5. Building coaching and mentoring capability & Consulting processes
6. Project management & Worker voice

### Year 2

3 modules per specialism – Focused on chosen specialist areas (OD, L&D, HR) of the standard

### OD

- Culture and behaviour
- Organisational design & development
- Systems thinking

### L&D

- Concepts of value of learning
- Psychology of learning and design principles
- Complex facilitation techniques

### HR

- Remuneration and benefit approaches
- Employment law
- Impact of performance management

### Skills / units

- Implement a range of people policies
- Recognise the interventions an organisation needs to create the desired cultures and behaviours
- Create and manage relevant budgets
- Design and contribute to the formulation and shaping of the people strategy
- Interpret and offer insight into data and metrics
- Question accepted practice and articulate the need for change

### Behaviours

- Role models ethical behaviour
- Demonstrates professional courage
- Makes a visible commitment to valuing people
- Role models collaborative
- Actively creates opportunities to learn
- Evidence based approach to decision making
- Strategic and commercial mind-set to drive and enable change



## Expected Progress Plan

Mth 1	Mth 2	Mth 3	Mth 4	Mth 5	Mth 6	Mth 7	Mth 8	Mth 9	Mth 10	Mth 11	Mth 12
5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%
				FCT Skills achievement							

Mth 13	Mth 14	Mth 15	Mth 16	Mth 17	Mth 18	Mth 19	Mth 20	Mth 21	Mth 22	Mth 23	Mth 24
65%	70%	75%	80%	85%	90%	95%	100%	100%	100%	100%	EPA GATEWAY
										EPA Gateway Paperwork	

Entry requirements: Level 1 or higher initial assessment results: See functional skills explainer.

End Point Assessment details: See EPA Guidance explainer for the assessment methods used for this standard.



# FUNCTIONAL SKILLS

- All apprenticeships require the achievement of functional skills in maths and English
- We will complete an initial assessment on BKS<sup>B</sup> with you to determine your current working level for each subject
- From there, we will put together the best learning plan for you to achieve the qualifications
- You may be exempt from this component of the apprenticeship programme if you can show certificates that meet the exemption criteria

Initial Assessment Level	Level 2 Apprenticeship	Level 3 or above Apprenticeship
<b>Level 2+</b>	<ul style="list-style-type: none"> <li>• Your skillscoach will support you to complete functional skills English and Maths at Level 1</li> <li>• This will be completed by month 5 of your apprenticeship</li> <li>• English consists of 3 parts: Reading, Writing and a Speaking &amp; Listening exam</li> <li>• Maths: 1 exam</li> </ul>	<ul style="list-style-type: none"> <li>• Your skillscoach will support you to complete functional skills English and Maths at Level 2</li> <li>• This will be completed by month 5 of your apprenticeship</li> <li>• English consists of 3 parts: Reading, Writing and a Speaking &amp; Listening exam</li> <li>• Maths: 1 exam</li> </ul>
<b>Level 1-1.9</b>	<ul style="list-style-type: none"> <li>• Your skillscoach will support you to complete functional skills English and Maths at Level 1</li> <li>• This will be completed by month 5 of your apprenticeship</li> <li>• English consists of 3 parts: Reading, Writing and a Speaking &amp; Listening exam</li> <li>• Maths: 1 exam</li> </ul>	<ul style="list-style-type: none"> <li>• A functional skills tutor will support you to complete functional skills English and Maths at Level 2</li> <li>• This will be completed by month 5 of your apprenticeship</li> <li>• English consists of 3 parts: Reading, Writing and a Speaking &amp; Listening exam</li> <li>• Maths: 1 exam</li> </ul>
<b>Entry 3</b>	<ul style="list-style-type: none"> <li>• A functional skills tutor will support you to complete functional skills English and Maths at Level 1</li> <li>• This will be completed by month 5 of your apprenticeship</li> <li>• English consists of 3 parts: Reading, Writing and a Speaking &amp; Listening exam</li> <li>• Maths: 1 exam</li> </ul>	<ul style="list-style-type: none"> <li>• We will discuss the best route forward for your apprenticeship with you and your employer</li> </ul>
<b>Entry 2 or below</b>	<ul style="list-style-type: none"> <li>• We will discuss the best route forward for your apprenticeship with you and your employer</li> </ul>	<ul style="list-style-type: none"> <li>• We will discuss the best route forward for your apprenticeship with you and your employer</li> </ul>
<b>Exemption Examples</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths at Grade E or above, or Level 2 and above (for GCSE 2018 onwards)</li> <li>• Level 1 Functional Skills in English and maths or Keys Skills in Communication and Application of Number</li> <li>• Level 1 Adult Certificate in Literacy and Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE English and Maths at Grade C or above, or Level 4 and above (for GCSE 2018 onwards)</li> <li>• Level 2 Functional Skills in English and maths or Keys Skills in Communication and Application of Number</li> <li>• Level 2 Adult Certificate in Literacy and Numeracy</li> </ul>



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