



PEOPLE PROFESSIONAL LEVEL 5 APPRENTICESHIP STANDARD

End Point Assessment Organisation: Nqual





Group Workshops: 15

1-2-1 Sessions: up to 16 visits with a skillscoach. Your skillscoach will work with you to build up your portfolio, help with completing CIPD assignments, complete functional skills (where required) and prepare for your end point assessment.

Workshop modules

Module 1 - Culture & Behaviour

Module 2 - CIPD unit - Equality, Diversity & Inclusion

Module 3 - People Practices

Module 4 - CIPD unit - Reward for Performance & Contribution

Module 5 - Data Analysis, Problem Solving and Decision Making

Module 6 - CIPD unit - Evidence Based Practice

Module 7 - Insights Focus and Project Management Practices

Module 8 - CIPD unit - Employment Relationship Management

Module 9 - Business Acumen

Module 10 - CIPD unit - Organisational performance and culture in practice

Module 11 - Commercial Drive

Module 12 - Digital Working

Module 13 - CIPD unit - Talent management and workforce planning

CIPD
Approved
centre

Apprenticeship Outcomes

Passing the End Point Assessment signifies that the learner has met the professional standard for a Level 5 People Professional, equivalent to a foundation degree.

The successful completion of this apprenticeship also aligns with CIPD membership eligibility (e.g., Associate Member status), enhancing your career prospects in HR, L&D, or OD.



CIPD People Professional Level 5

People Professional Level 5 is an ideal standard for HR Professionals looking to develop a mix of hands on and strategic approaches in championing the people agenda, talent managing the rising stars, developing inclusive cultures and ensuring a workforce that are engaged and more likely to stay. The programme aims to identify and develop the notion of high-performing working environments and how people professionals can utilise specific tools to support business performance and enhance employees and their wellbeing.

A suitable learner for this standard, may have job duties that include being key to delivering objectives through the development of a people plan and they may make recommendations on what the business can or should do in specific situations. They will support operations in implementing their people strategies and helping them with challenges. They contribute to the review, design and update of people policies and processes to ensure they are in line with legislative requirements. They will work with stakeholders plus give specific advice and coaching on interpretation of applicable policies and employment law to the business. A typical role in the business would be HR Business Partner, HR Generalist, HR Manager, Talent Manager or HR Consultant.

About the standard

This apprenticeship usually takes 18 months to complete during which you will participate in training, development and ongoing review activities. The apprenticeship covers the professional behaviours, knowledge and skills that are required of a People Professional.

Key responsibilities may include:

- Supporting business strategies by focusing on the people agenda. This may include attracting, recruiting, developing, and retaining talent within the business.
- Managing payroll, benefits, employee relations and ensuring compliance
- Providing tailored advice and coaching on policies and legal matters
- Supporting people-related aspects of business projects
- Using data and analytics to identify trends, mitigate risks and propose solutions

The End Point Assessment Process

Assessment Gateway

After a minimum of 12 months on the programme, at the assessment gateway, your employer and Tess Group will make the decision with you, the learner, that you are ready to undertake the end point assessment. Before going forward, you must have:

- Met the set skills, knowledge and behaviours of the standard
- Meet the off the job requirements
- Have completed all but one of the units for the L5 Associate Diploma in People Management (with the final unit to complete as part of the EPA process)

End Point Assessment : Following the completion of the Gateway, the learner will proceed to End Point Assessment (EPA)

The EPA is undertaken an independent assessment organisation this will be a separate organisation to Tess.

The End Point Assessment Components for People Professional Level 5:

- Presentation and Questions
- Professional Discussion underpinned by a portfolio of evidence
- Integrated Assessment – this will be the remaining unit assignment from the Diploma, with 2 long response written questions. You will have up to 6 weeks to complete this



TESS GROUP

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