



# PEOPLE PROFESSIONAL LEVEL 5 APPRENTICESHIP STANDARD

End Point Assessment Organisation: Nqual

Standard on-programme duration: 15 months

*Part-time duration: 19 months*



### Group Workshops: 11

1-2-1 Sessions: up to 15 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 - People Practice

Module 3 - Equality, Diversity & Inclusion

Module 4 - Performance & Contribution

Module 5 - Insights Focus

Module 6 - People Systems & Analysis

Module 7 - Business Acumen & Commercial Drive

Module 8 - Employment Relationship Management

Module 9 - Organisational performance and culture in practice

Module 10 - Talent management and workforce planning

Module 11 - Digital Working



**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.

### About the standard

This apprenticeship usually takes 15 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

### English and Maths Functional Skills within the Apprenticeship:

- All apprentices have the opportunity to develop English and maths skills as part of their apprenticeship and will need to develop skills sufficient for competence in their chosen apprenticeship standard.
- A 16-18 year old must complete functional skills qualifications if they do not hold relevant pre-existing qualifications
- An individual aged 19 or over that does not hold pre-existing qualifications, should decide with their employer if they would like to achieve functional skills but these would not be needed to achieve their programme.

### 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.



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