

APPRENTICESHIP FACTSHEET

PEOPLE PROFESSIONAL

🕒 Duration: 22 Months | 📖 English & Maths: Level 2 | 📈 Level: 5

THE APPRENTICESHIP

In organisations of every size and sector, People Professionals take centre stage, steering agendas to meet strategic goals. They're responsible for driving recruitment, developing talent, managing payroll, supporting positive employee relations, and ensuring legal compliance.

Their purpose is to support the business when meeting objectives through the people agenda and relative initiatives. People Professionals will be used to providing advice, views, and challenge to the business.

In this role, you'll interact with staff at various levels of the business, as well as internal and external stakeholders. The ability to communicate, influence, and negotiate will be key to your success.

COURSE CONTENT

During this Apprenticeship, the learner will be required to develop knowledge, skills, and behaviours to effectively operate as a People Professional. Including, but not limited to:



SUPPORT
WORKFORCE
IMPROVEMENT



PROVIDE ADVICE,
GUIDANCE &
TRAINING



MANAGE RISKS
& IMPLEMENT
SOLUTIONS

OTHER MANDATORY QUALIFICATIONS:

- L5 Associate Diploma in People Management



📱 FOR MORE INFO

WHAT WILL YOU ACHIEVE?

This Apprenticeship will provide a better understanding of the role of a People Professional and assist with career development. By the end, you will be able to:



BUILD & MANAGE MULTIPLE & DIVERSE STAKEHOLDER RELATIONSHIPS.



COMMUNICATE THROUGH APPROPRIATE CHANNELS TO ENABLE KEY STAKEHOLDERS TO UNDERSTAND WHAT IS REQUIRED.



MAKE DECISIONS ON PEOPLE POLICY & ISSUES RAISED, ESCALATING CONCERNS OUTSIDE OWN AREA.



ADVISE ON APPLICATION OF POLICY, REGULATION, & LAW FOR HR ISSUES.



PROFESSIONAL RECOGNITION FROM THE CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT FOR ASSOCIATE MEMBER.

WHY CHOOSE PCS?

Since 1996, Protocol Consultancy Services have guided over 5,000 learners through Apprenticeship programmes and achieved a 90% success rate. Benefits include:



TRAINING IS TAILORED TO MEET THE INDIVIDUAL NEEDS OF THE LEARNER AND EMPLOYER



PERSONAL TRAINING ADVISORS DELIVER HIGH-QUALITY BLENDED LEARNING, FACE-TO-FACE TEACHING AND INFORMATION ADVICE AND GUIDANCE THROUGHOUT THE PROGRAMME



RESOURCES WILL BE PROVIDED TO ASSIST LEARNERS DURING THEIR APPRENTICESHIP



SUBJECTS ARE BROUGHT TO LIFE USING ONLINE RESOURCES AND VIRTUAL LEARNING ENVIRONMENTS



REGULAR UPDATES ARE PROVIDED TO KEEP YOU UP-TO-DATE OF YOUR PROGRESS

OFF-THE-JOB TRAINING

The apprentice must receive off-the-job training (OJT) for a minimum of 20% of the time that they are paid to work throughout the duration of the Apprenticeship. There are many activities that can be calculated towards the OJT hours such as:



END POINT ASSESSMENT



Duration: 3 Months

The End Point Assessment (EPA) begins when the Employer, Apprentice, and Protocol Consultancy Services agree the apprentice has met the apprenticeship standard, as shown in progress reviews.

The EPA ensures industry standards are met and can start after twelve months of learning once the apprentice is competent. Functional skills in English and Maths must be completed before the EPA.



EPA Methods



ASSESSMENT METHOD 1: A 20 MINUTE PRESENTATION WITH A 30 MINUTE Q&A SESSION



ASSESSMENT METHOD 2: A 75 MINUTE PROFESSIONAL DISCUSSION SUPPORTED BY A PORTFOLIO



ASSESSMENT METHOD 3: AN ASSIGNMENT INVOLVING SET QUESTIONS THAT ALIGN WITH THE QUALIFICATION

PROGRESSION

There are several progression opportunities available following the completion of this level 5 Apprenticeship course, which members of our recruitment team will be happy to give you advice and guidance to support your choices.

Get in touch using the information or QR code below

CONTACT US

PHONE:

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