

## HR Consultant/Partner Apprenticeship (Level 5)

Blue Sky and Colchester Institute are working in partnership to offer this apprenticeship. It enables existing or new employees to develop their existing HR skills, providing HR expertise within a company or organisation and contains options for HR specialisms and management responsibilities.

### Who is this apprenticeship for?

- A new or existing member of staff working in a medium to large organisation delivering frontline support, advice and guidance to managers and employees or
- A new or existing member of staff in a HR Manager role in a smaller organisation

### What qualifications are included?

CIPD Intermediate Certificate in Human Resource Management leading to Associate membership of the CIPD

- Developing professional practice (5DVP)
- Business issues & the contexts of HR (5CHR)
- Using information in HR (5UIN)
- Managing & co-ordinating the HR function (5HRF)
- Employment law (5EML)
- Resourcing & talent planning (5RST) (to be confirmed)

### How do you learn?

Blended Learning is the main study mode including -

- Interactive group workshop sessions approximately once a month
- CIPD approved distance learning materials, study at your own pace
- Ongoing tutorial support via face to face meetings, telephone and email
- Workshop and tutorial venues in Norwich and Colchester.

### How are you assessed?

- Regular reviews throughout the programme
- Each CIPD unit is assessed via a mix of written methods
- End Point Assessment (EPA) is a work based project and professional discussion

## Additional information

- Candidates without level 2 Maths and English must achieve this prior to completion of their Apprenticeship
- Apprentices or their employers must pay for the student's CIPD membership
- The full apprenticeship can take between 2-3 years
- Employers must commit to supporting the apprentice with 20% of their work time dedicated to off the job and new learning
- Students can top up to a CIPD L5 Diploma in HRM with 2 extra units – fees to be confirmed.

## Funding information

- Levy paying - £7000. 100% from levy fund
- Non-levy paying - £350 employers contribution
- Additional funding available for 16 – 18 year olds.

## Who is delivering the apprenticeship?

Blue Sky Professional Development is working in partnership with Colchester Institute to deliver this HR apprenticeship.

Blue Sky is an approved CIPD centre with experience of delivering CIPD and ILM qualifications at level 3-7. Blue Sky will be responsible for the knowledge element of this apprenticeship via the CIPD qualification.

Colchester Institute is the largest provider of apprenticeships in Essex. The Institute will be responsible for reviewing apprentices' progress and supporting the embedding of skills and behaviours via technical assessors visiting the workplace. Colchester Institute can also help with funding queries.

