

## People Professional Apprenticeship (Level 5)

Blue Sky works 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 Associate Diploma in People Management leading to Associate membership of the CIPD

#### Core Units

- Organisational performance and culture in practice
- Evidence based practice
- Professional behaviours and valuing people

#### Additional Specialist Unit

- Employment Law

#### Specialist Units

- Employment relationship management
- Talent management and workforce planning
- Reward for performance and contribution

### How do you learn?

Blended Learning is the main study mode including -

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

### 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 who are over 19 years old without level 2 Maths and English will NOT need to complete these 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—2 ½ years
- Employers must commit to supporting the apprentice with 20% of their work time dedicated to off the job and new learning

## Funding information

- Levy paying - £11000. 100% from levy fund
- Non-levy paying - £550 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 and Crown Vocational Training 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.

Whichever provider you choose (Colchester Institute or Crown Vocational Training), they will be responsible for reviewing the apprentices' progress and supporting the embedding of skills and behaviours via coaches (remote) visiting with the apprentice and their manager, as well as End Point Assessment. Both providers can also help with funding queries.

