

HR CONSULTANT/PARTNER

£ Funding Band: 10 (£7,000) 🕒 Duration: 36 months 📊 Level: 5 ★ LARS: 190 🏷️ Standard N°: ST0238

1. THE APPRENTICESHIP

The **HR Consultant** will use their expertise to provide and lead the delivery of HR solutions to business challenges, together with tailored advice to the business in a number of areas, typically to mid-level and senior managers.

A **HR Consultant** is tasked with influencing managers to change their thinking as well as bringing best practice into the organisation. They are also likely to lead the people related elements of business or HR projects. Whatever their role, a **HR Consultant** will need to link the work they do to the context and priorities of the business. In a larger organisation, they may be one of a team supporting the business and they may also have responsibility for managing people.



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**WE ARE HERE
TO HELP
APPRENTICES
BEE WHAT THEY
WANT TO BEE**”

2. ON-PROGRAMME

The Apprentice must have completed all on-programme elements in order to begin End-Point Assessment:



Functional Skills*
Level 2 English and
Maths



20% **Off-the-Job
Training**



**Consultative Project
Synopsis Checklist**



- CIPD Level 5 Intermediate Certificate in Human Resource Management **or**;
- CIPD Level 5 Intermediate Diploma in Human Resource Management **or**;
- Level 5 Associate Diploma in People Management.

Functional Skills*

All Level 3 or higher Apprenticeship Standards require the Apprentice to have successfully completed Level 2 Functional Skills in both English and maths qualifications (or equivalent) in order to progress through Gateway to undertake End-Point Assessment.

3. GATEWAY

In order to enter into the Gateway phase, the Apprentice will need to have passed all the relevant Knowledge, Skills and Behaviour criteria as set out in the Apprenticeship Standard. After a meeting between the Apprentice, Employer and Training Provider, it will be the Employer's decision to place an Apprentice through End-Point Assessment.

Resources

Training Qualifications UK has developed a range of resources for this Apprenticeship Standard to help the On-Programme Assessor and Apprentice to understand and complete Gateway and each End-Point Assessment component.



As an End-Point Assessment Organisation (EPAO), Training Qualifications UK is required to see evidence of an Apprentice completing the relevant Functional Skills qualification assessments where necessary in order to verify Gateway requirements have been met. To find out what evidence Training Qualifications UK will accept for this Apprenticeship Standard, see our **Level 3 or Higher Apprenticeship Functional Skills guidance** on Verve EPA under the Support Materials.

4. END-POINT ASSESSMENT

The synoptic End-Point Assessment will consist of **two** equally-weighted components. In order to pass the apprenticeship, the Apprentice is required to pass each component:



Consultative Project

The Apprentice will complete a Consultative Project Synopsis Checklist and submit this at Gateway. Following approval by the End-Point Assessor, the Apprentice will have three months to complete and submit a 5,000 word (+/-10%) report on their Project. Up to three components can be transferred to be assessed within the Professional Discussion. This must be confirmed when the project synopsis is agreed post-Gateway.

The project will require the Apprentice to describe how they have applied their knowledge and HR-related skills to deliver the services required by the role as described in the Apprenticeship Standard. It should describe a situation where the Apprentice has successfully worked with a customer (likely internal) to deliver a specific HR advice or provide a HR solution(s) for them.

★ **Distinction, Pass or Fail**



Professional Discussion

The Professional Discussion will be conducted after the End-Point Assessor has reviewed and marked the Consultative Project. It will focus on the Skills and Behaviours specified in the Apprenticeship Standard. The Apprentice may also choose to transfer up to three of the Consultative Project's criteria to the Professional Discussion.

The Professional Discussion is expected to last 60-75 minutes. The duration will be determined by the number of questions required to cover all the criteria and the length of the Apprentice's responses.

★ **Distinction, Pass or Fail**

5. GRADING

Once the **two** assessment components are completed, the Apprentice will be provided with an overall grade for their apprenticeship using the following grading table:

Consultative Project	Professional Discussion	GRADE
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction

6. APPRENTICESHIP CERTIFICATION

Once the End-Point Assessor verifies the Apprentice has successfully completed all the End-Point Assessment components, Training Qualifications UK will initiate the certification process. Working with the Education & Skills Funding Agency, we will ensure the Apprentice receives their certificate in recognition of completing their apprenticeship.

Progression: Successful completion of this standard enables the Apprentice to apply to become an Associate Member of the Chartered Institute of Personnel and Development. Chartered membership can be achieved through further qualifications or experience based assessment.

Why choose Training Qualifications UK?

We're an End-Point Assessment Organisation for the 21st Century. While some are happy with traditional methods, we look for new ways of working to push the industry, our customers and their Apprentices forwards. We do this with a personalised approach to account management built around your needs, quick and responsive service that aims to respond to enquiries within 24 hours, and innovation that delivers efficiency through technology.

With us, you'll get:

- 1.** Expert, tailored End-Point Assessment support
- 2.** Assessor and Apprentice learning resources
- 3.** Access to our straightforward Apprentice management system, Verve EPA
- 4.** A clear and fair pricing structure
- 5.** Marketing and social media support to share your success

More Information

For more information on this Apprenticeship Standard, visit [The Institute for Apprenticeships](#). Already working with Training Qualifications UK? Contact your dedicated Client Relationship Officer to find out more about this Standard and others. If you're new to Training Qualifications UK, you can get in touch through the below channels.

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