



SENIOR PEOPLE PROFESSIONAL



CONTENTS

Programme overview	2
Programme pathway	3
Learning approach	4
Masterclasses	5
Assessment plan	10

20% off the job training 8

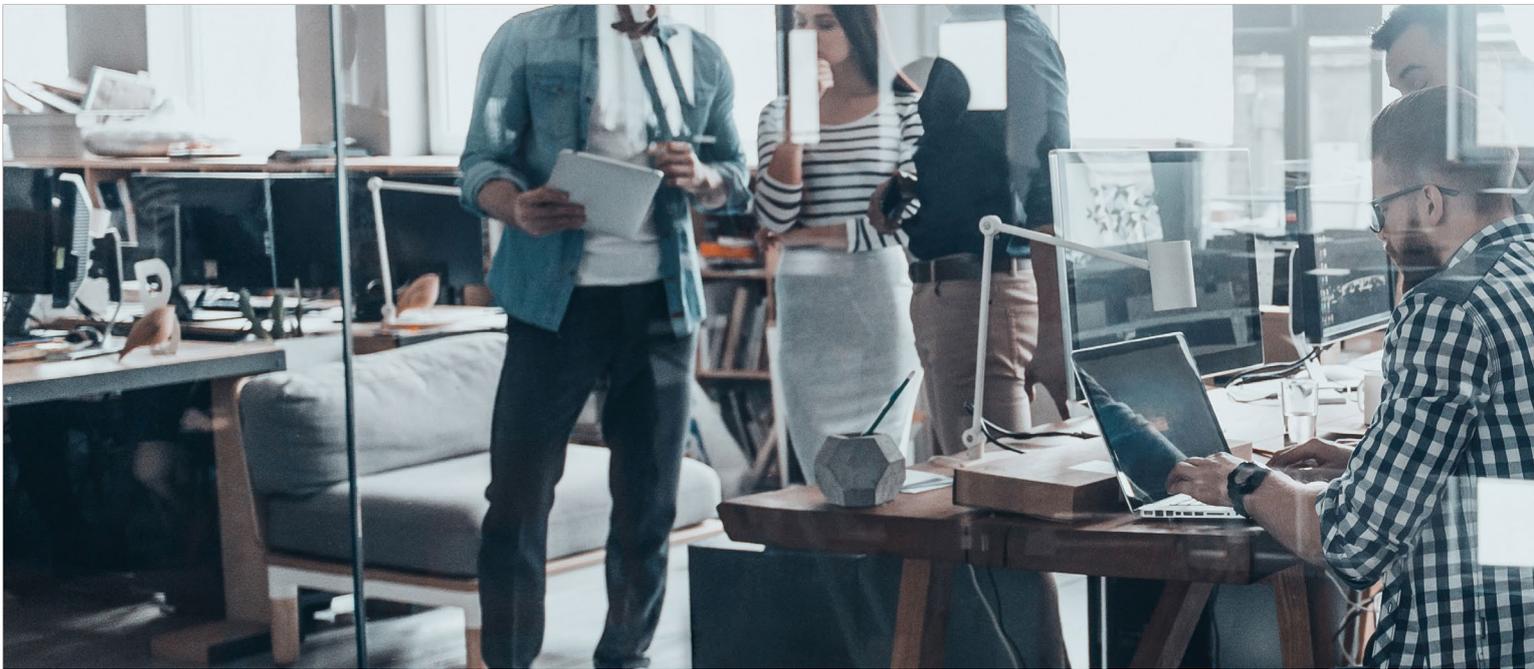


PROGRAMME OVERVIEW

Senior People Professionals are found in all industries and are a key component of virtually all types of business model where there is a workforce to support and manage.

The broad purpose of the occupation is to improve people practices in organisations in order to drive organisational performance and effectiveness. Senior People Professionals are the in-house experts in people, work and change. They champion the people agenda to create working environments and cultures that help get the best out of people, delivering great organisational outcomes.

In their daily work, an employee in this occupation interacts with a range of stakeholders across their organisation, creating medium to long-term value for a wide audience. In larger organisations, they may be part of a wider specialist team. They may also lead a team of HR/L&D/OD consultants/advisers.



CIPD

Chartered Institute
of Personnel and
Development

Qualification: CIPD Level 7 Advanced Diploma

Duration: Typically this will take 30 months

Entry requirements: Senior People Professionals engage with a wide range of stakeholders, including developing and maintaining strong relationships with senior stakeholders to facilitate engagement on people issues. They will be the experts at change management, internal people issues and will be influential on a range of issues as well as manage budgets.

To enrol on this apprenticeship, you will usually have a level 5 qualification in HR, and have worked in the field for some time. You will also require GCSEs in English and maths (or equivalent); or a related qualification.

Participants must have been a UK/EEA/EU resident for the last 3 years.

PROGRAMME PATHWAY

This qualification and apprenticeship standard will provide learners with a distinct and deep level of understanding which naturally progresses their expertise and supports a transition to strategic people management roles.

JOB ROLES

Typical job titles for the role might include:

**HR
Director**

HR Head of Centre

**HR Business
Partner**

HR Consultants

HR Graduates

HR Managers

This apprenticeship contains a number of elements and these include:

*Online face to face workshops to study the core elements of the apprenticeship standard and the CIPD Advanced Diploma in Strategic People Management/Learning and Development

*Digital learning on our virtual learning environment - Smart Assessor

*Coaching and assessment sessions with your dedicated Learning coach who will be Level 7 qualified

*Specialist guest speakers from industry currently working in strategic HR roles

*Bespoke study options to suit your job role and your organisation

LEARNING APPROACH

This apprenticeship will maximise the amount of time spent training, with a blended learning approach.

This will be a combination of the following:



Face to face



Masterclasses

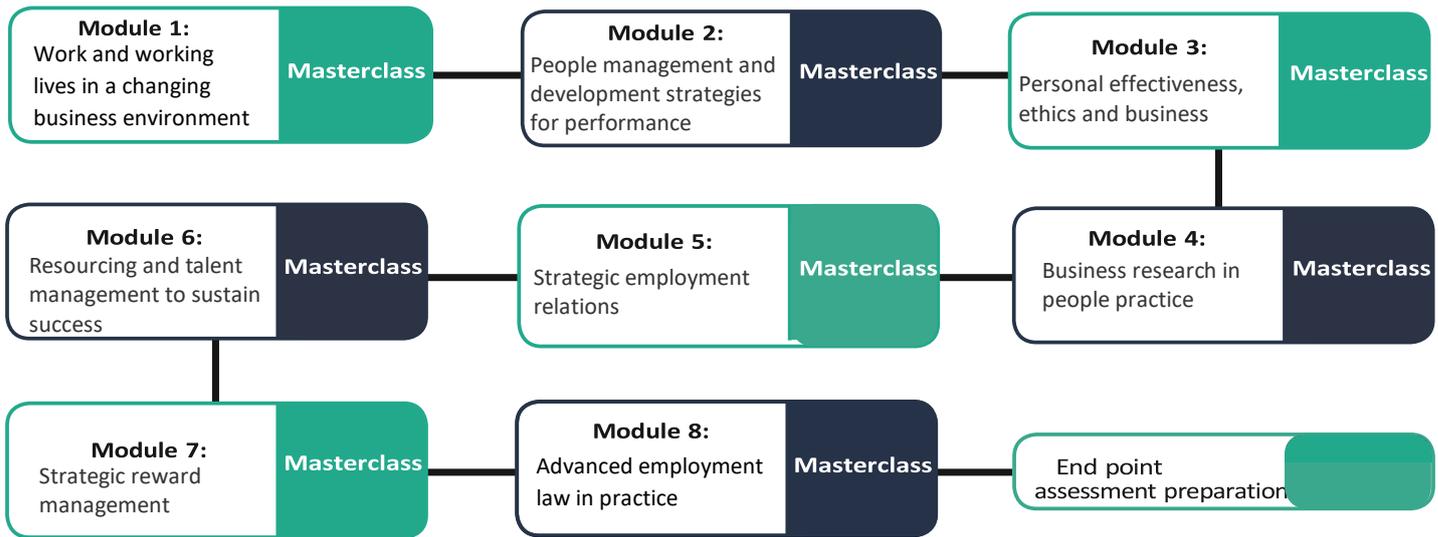


Online content



Coaching in
the workplace

CIPD MODULES



Assessment method 1: Professional discussion, underpinned by a portfolio of evidence

Assessment method 2: Project proposal, presentation and questioning

This standard aligns with the following professional recognition:

- CIPD for Chartered Member





LEARNING AREAS

Learning area	Knowledge	Skills	Behaviour
The employee lifecycle and the range of people practices that underpin it, including relevant regulation, compliance, governance and relevant law and how to develop policy in line with this.	X		
Organisational culture, theories and concepts, organisational behaviour, models and theories of human behaviour, ethics, values and beliefs.	X		
Business acumen, including organisational strategy creation, strategic planning tools (including business cases) and trends in the wider business context as well as drivers of organisational performance and methods of measuring organisational data. Knowledge of financial and commercial information and value for money principles.	X		
Methods of measuring value and impact and types of analytical tools relating to creating value for an organization as well as methods of evaluating opportunity costs including qualitative and quantitative metrics.	X		
Ways in which technology supports the delivery of people practice and enables collaboration and the risks, opportunities and impact of technology on ways of working, both in the wider organisation and in the people profession, including how social media fits with the organisational communication strategy.	X		
Change methodology and tools and the psychology and impact of change on the workforce and the organisation.	X		

The elements that make up strategic workforce planning, such as talent management, succession planning and resourcing.	X		
How to integrate diversity and inclusion into wider organisational approaches.	X		
Strategies, tools and techniques to build management, coaching and mentoring capability across the organisation.	X		
A range of consulting processes and styles as well as diagnostic tools appropriate to the role.	X		
How projects fit as part of wider programme management and how to use project management methodologies in order to deliver a project.	X		
Worker voice tools and approaches and how these potentially impact on worker engagement and performance.	X		
(HR) Strategies and drivers of employee well-being and engagement and how to integrate into wider organisation approaches.	X		
(HR) How to create remuneration and benefit approaches that are aligned to current and future organisation needs and market conditions such as equal pay.	X		
(HR) Employment law, (including associated case law), different theories and perspectives on employee relations and employee body relationships, and the implications on people policies and practices.	X		
(HR) The impact of performance management approaches and how performance management data can be used to drive improvement.	X		
Design and implement a range of people policies, processes, approaches and practices in line with the organisations strategic plan, culture and values.		X	
Identify and recognise the interventions an organisation needs to create the desired culture and behaviours.		X	
Create and manage relevant budgets (for example HR and projects) and make balanced commercial decisions, recording them appropriately.		X	
Design and contribute to the formulation and shaping of the People strategy and ensure alignment to organisational strategy.		X	
Devise, analyse, interpret and offer insight into data and metrics and the insights they provide to the industry and organisation for the purpose of creating value.		X	

Evaluate, identify and where appropriate select a technological/digital solution that will enhance current ways of working.		X	
Question accepted practices and articulate the need for change, implementing change programmes where required (including diagnostics, options and methodologies).		X	
Develop and implement people plans and integrated people practices in line with organisational and people strategy.		X	
Ensure that people policies and practices are inclusive, recognising the impact on individuals and groups and supporting diversity.		X	
Develop the management, coaching and mentoring capabilities utilising appropriate tools and methodologies.		X	
Select and apply a range of consulting processes, styles and diagnostic tools appropriate to the role.		X	
Align and evaluate worker voice tools and approaches and drive forward the outputs.		X	
Select appropriate project management methodologies and resources in order to plan, lead and deliver complex projects (often as part of wider programmes) including the management of risk.		X	
Influence senior leaders in order to position the people strategy at the heart of the business and ensure it is considered when decisions are taken across the organisation. Manage complex relationships across multiple and diverse stakeholders, building trust and rapport with the ability to positively challenge. Lead beyond area of control/authority and influence, negotiate and use advocacy skills to build reputation and effective collaborations.		X	
Present complex information (which may include difficult messages) selecting channels that are tailored to the audience and can be clearly understood, including across the organisational boundaries, cultures and other disciplines.		X	
(HR) Select, evaluate and apply appropriate strategies to integrate employee well-being and engagement into wider organisation approaches.		X	
(HR) Select, evaluate and apply appropriate remuneration and benefit approaches which are aligned to current and future organisation needs and market conditions.		X	
(HR) Recognise, interpret and apply employment law, (including associated case law), and the implications on people policies and practices, ensuring the relationship between an organisation		X	

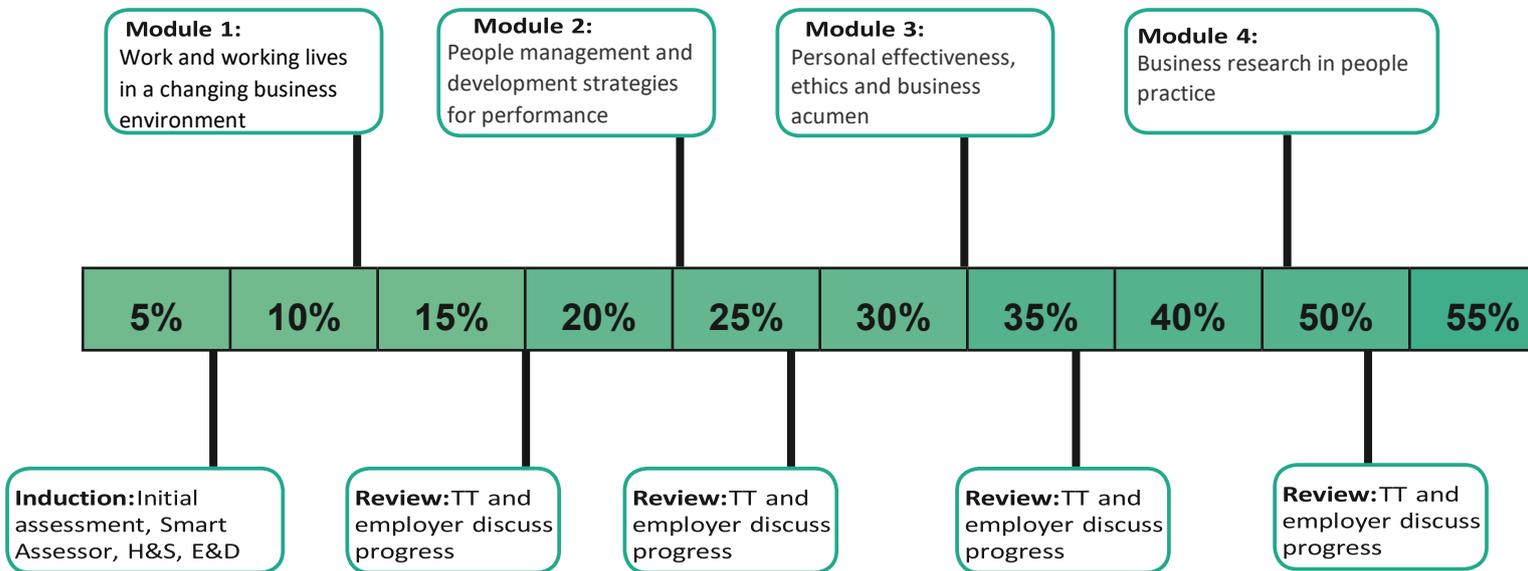
and its people is managed through transparent practices and relevant law whilst taking account of different theories and perspectives on employee relations.			
(HR) Select, evaluate and apply appropriate performance management approaches and use relevant data to drive improvement.		X	
Role model's ethical behaviour and practices and challenge decisions and actions that are not ethical.			X
Demonstrates professional courage and influence by challenging constructively and confidently in the face of opposition and tailoring influencing techniques to gain buy-in.			X
Makes a visible commitment to valuing people; demonstrate compassion and fairness and enable people to have a meaningful voice in decisions that impact them.			X
Role model's collaborative and inclusive working across organisational and cultural boundaries, driving diversity to achieve positive outcomes.			X
Actively searches and creates opportunities to learn, sharing insights and future trends with others (internally and externally). Brings a reflective mind-set to experiences and learning to innovate and continuously improve performance.			X
Assimilates evidence and ideas from multiple sources to identify themes and connections and gain insights on whole issues and their wider implications.			X
Takes an adaptable, evidence-based approach to decision making in the context of specific situations or environments.			X
Applies a strategic and commercial mind-set to drive and enable change and create value for the organisation and its people.			X

Level 2 Functional Skills, English and Maths will need to be passed as part of the programme (if not already) and certificates presented, prior to taking the end-point assessment. This will be discussed at enrolment. We will continue to develop participant's English and Maths skills at all levels.



ASSESSMENT PLAN

Our assessment plan is clear so that employers and participants can rest assured they are fully prepared for all aspects of this programme.





Module 5:
Strategic employment relations

Module 6:
Resourcing and talent management to sustain success

Module 7:
Strategic reward management

Module 8:
Advanced employment law in practice

Submit portfolio for EPA after gateway interview
Sit EPA

60%

65%

70%

75%

80%

85%

90%

95%

100%

End

Review: TT and employer discuss progress

Completion review: TT and employer discuss progress and careers advice



20% OFF THE JOB TRAINING

Our programme design facilitates off-the-job learning so we can support you to confidently evidence the 20% off-the-job training which needs to be completed within contracted working hours.

We are the apprenticeship experts and can help advise you on how best to do this. Our programme facilitates off-the-job learning, as it has been developed with online learning and on-the-job learning, as well as classroom training. This 20% needs to be done within contracted working hours.

Activity	Examples of valid off-the-job training
Classroom sessions/Lectures	Block or day release
Masterclasses	Held at Together Training Business Lounge
Simulation exercises	Business models and gaming
Online learning	Online training modules and support materials
Shadowing	In work or new departments/locations
Coaching	Support from Line Managers/colleagues
Industry visits	Within sector or outside of the work roles
Writing assessments/assignments workbooks	Short exercises or long project reports
Numeracy and literacy training required to perform the job	English and maths related to the job role
Preparing for professional discussion	In support of portfolio work or job related

Delivering End Point Assessments

Together Training has partnered with a registered end point assessment organisation.



For more information on our Level 7 HR Senior Professional programme, please get in touch:

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