

## FACT SHEET

### Higher Apprenticeship in HR Management Level 5

**Duration:** 18 – 24 months

**Entry criteria:** You must be 18 or over and working in relevant role for at least 20 hours a week. You should have a suitable Level 3 qualification such as a BTEC Extended Diploma, A Levels, or the Chartered Institute of Personnel & Development (CIPD) Diploma at Level 3. You should not already hold a Level 5 qualification. You may be asked to undertake an initial assessment in English, Maths and ICT, unless you have achieved these relevant qualifications within the last 5 years.

If you are interested in studying this Higher Apprenticeship yourself, or you are an employer who is thinking about this option for your team, please call:



Business Engagement Team 020 3667 0333



employer.services@bdc.ac.uk

## Introduction

This Higher Apprenticeship is designed to develop high performing professionals who understand how to use HR practices to meet organisational needs and add value. It is suitable for a variety of HR roles: HR Executive, HR Officer, Assistant HR Manager, and Assistant HR Advisor.

If you are an employer, you will need to support your apprentice to gain new skills and release them for study one day a week.

Upon successful completion, you will qualify with the Chartered Institute of Personnel & Development (CIPD) Level 5 Diploma in Applied Human Resources

# CIPD

Approved centre

Barking & Dagenham College is an approved centre for the delivery of CIPD training.

## What will I learn?

Your studies will cover:

- Developing professional practice in Human Resources
- Understanding the Contemporary Human Resources Function (5CMHR)
- Resourcing and talent planning
- Employee engagement

- Reward management
- Coaching and mentoring in the organisation
- Employment law

### **How will I be taught?**

You will take part in:

- lectures
- group work
- discussions
- exercises and assignments
- independent study
- attendance at CIPD events

### **How will I be assessed?**

You will be assessed through:

- Course work
- Oral questioning
- Portfolio of evidence
- Practical demonstration/assignment
- Practical examination

### **What could I do next?**

You could progress on to:

- Undergraduate and from there on to a postgraduate degree in HR Management or related field
- CIPD Level 7 in HR Management
- Consider general or specialist HR Management/Advisor roles
- Aim for Chartered membership of the CIPD

25 July 2016