

## WHAT IS AN APPRENTICESHIP?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice, you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to a nationally recognised Apprenticeship. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you may also have achieved qualifications which are recognised by your chosen profession.

## VENUE AND DURATION OF COURSE:

East Surrey College, Gatton Point, Redhill, RH1 2JX, approximately 18 months. This may reduce depending on previous experience and skills.

## ENTRY REQUIREMENTS:

You will need to be aged 18 or over and have good levels of numeracy and literacy skills, as well as a strong interest in what makes businesses successful and how to get the best out of people. Good analytical skills and the ability to work with colleagues to earn their trust and respect are also important. You must be in paid work for a minimum of 30 hours per week. It is essential you have the right mind-set for working full time and studying at the same time. Having a can-do attitude, being flexible and reliable are also important. You must also be able to communicate effectively with others. Good understanding of HR disciplines, legalisation and an excellent working knowledge of an organisation's HR policies and procedures.

## WILL I GAIN ANY QUALIFICATIONS?

The Apprenticeship Standard you are studying is a qualification in its own right. Some employer groups have asked for formal qualifications to be achieved as part of the apprenticeship programme. These will be listed below along with any units or topics delivered and forms of assessment.

## APPRENTICESHIP DESCRIPTION:

The content of an Apprenticeship has been developed by an employer group. The detail can be found on the website <https://www.instituteforapprenticeships.org/> Below is a brief summary:

The Higher Apprenticeship in Human Resource Management is designed to develop high performing HR professionals who understand how to use HR practices to meet organisational needs and add value.

It will help employers attract bright individuals who want to develop a career in a business-related profession. Upon completion, Apprentices gain Associate Membership of the Chartered Institute of Personnel and Development (CIPD).

## END POINT ASSESSMENT:

All Apprenticeship standards have an End Point Assessment. This is carried out by an independent organisation who will assess whether you have achieved all the elements of your Apprenticeship. They will assess the Knowledge, Skills and Behaviours gained throughout your Apprenticeship. You will only be able to undertake the EPA once you have satisfied all the requirements of the element called 'The Gateway'. The detail can also be found on the Institute for Apprentices website.



## UNITS/TOPICS COVERED:

Core units (20 credits in total):

- 5CHR – Business Issues and The Contexts of Human Resources (6 Credits)
- 5DVP – Developing Professional Practice (4 Credits)
- 5UIN – Using Information in Human Resources (4 Credits)
- 5HRF – Managing and Co-Ordinating the Human Resources Function (6 Credits)

Certificate units (12 credits):

- 5EML – Employment Law (6 Credits)
- 5RST – Resourcing and Talent Planning (6 Credits)

Diploma Units (12 Credits):

- 5ENG – Employee Engagement (6 Credits)
- 5IVP – Improving Organisational Performance (6 Credits)

## END POINT ASSESSMENTS ELEMENTS:

- Knowledge Assessment
- Practical Skills Assessment
- Oral Skills Assessment underpinned by a portfolio of evidence

## EQUIPMENT NEEDED:

n/a

## WHERE CAN IT LEAD?

Employment opportunities in variety of HR roles, including HR Executive, HR Officer, Assistant HR Manager and Assistant HR Advisor.

## COURSE FEE:

All fees where applicable are paid for by the employers and no fees will be charged to Apprentices. Your employer will contribute as follows:

Companies with a payroll of more than £3 million will have a levy account which can be used to pay for Apprenticeship training. Where the training costs exceed the amount of levy available the Government will contribute 95% of the outstanding amount and the employer will be invoiced the remaining 5%.

*Other companies:*

Apprentice Age (start of programme)	Less than 50 staff members on PAYE	50 or more staff on PAYE
16-18 years	Free – No fees due	5% Contribution of overall fee
19+	5% contribution of overall fee	5% Contribution of overall fee

*Incentive payments:* All companies who recruit an Apprentice aged 16-18 years will be eligible for a grant of £500 once the Apprentice has been in training for 13 weeks and a further £500 at 52 weeks.

## WHAT TO DO NEXT:

If you are employed or have an employer lined up, please contact our Employer Services team on 01737 788316 or by emailing [employerservices@esc.ac.uk](mailto:employerservices@esc.ac.uk).

To find an employer working with the College and to view all of our current Apprenticeship vacancies, please visit our website [www.esc.ac.uk/apprenticeship-vacancies](http://www.esc.ac.uk/apprenticeship-vacancies).

Candidates who are unable to secure employment should consider applying for a Full-time programme at the College or may consider a Traineeship programme.



**Disclaimer:**

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

