



Human Resources Consultant

Course Overview

- ◆ This apprenticeship programme includes learning about how individuals use their Human Resource expertise to provide and lead the delivery of HR solutions to business challenges, along with giving tailored advice to the business in a number of HR areas, typically to mid-level and senior managers.
- ◆ The apprentice will take ownership of making decisions and recommendations on what the business can or should do in a specific situation, and influence managers to change their thinking as well as bringing best practice into the organisation.
- ◆ Some of the core competencies the apprentice will learn include: knowledge of HR technical expertise, business understanding, HR function, MI and technology.
- ◆ Within the role, the apprentice can provide general support across a range of core HR areas, or take a specialist role to focus on specific areas of HR, such as resourcing, organisation development or HR operations.
- ◆ A successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD). Chartered membership can be achieved through further qualifications or experience based assessment.

Who is it aimed at?

It's open to all ages - not just school or college leavers, employed adults are eligible too. The course is for anyone interested in the following job roles:

- ◆ HR Manager
- ◆ HR Consultant
- ◆ HR Partner
- ◆ HR Operations

These roles can vary within the HR department of small, medium and large businesses.

Duration

- ◆ This apprenticeship takes approximately two to three years for the apprentice to fully complete, but can take 18 months if they have completed the Level 3 course.

How is this apprenticeship delivered?

- ◆ As part of this apprenticeship programme, the apprentice will learn and work on the employer premises, as well as attend classroom sessions once a week at BCoT.

Entry requirements

- ◆ Employers set their own entry specification but the apprentice will complete Maths and English functional skills if they did not achieve GCSE grade 4 or above.

Off-the-job funding rule

- ◆ The funding rules state that 20% of the apprentice's time must be spent completing off-the-job training, this may include different activities and is measured over the course of the apprenticeship.
- ◆ Apprentices will be required to undertake the equivalent of a day's training to meet this funding rule. This could be either attending BCoT, shadowing another department/role, online learning, or manufacturer training and will be fully documented in their portfolio.

Progression opportunities

- ◆ Upon completion of the apprenticeship, with the transferable skills gained, the apprentice can progress further within the profession into a wide range of HR roles across many sectors.
- ◆ The apprentice may also progress their training further and continue to develop their knowledge through study towards an additional qualification up to postgraduate level.

Did you know?

- ◆ An apprentice can be a new or existing employee.
- ◆ Apprenticeships are open to anyone living in England over the age of 16 and not in full-time education.
- ◆ Apprenticeship programmes can go up to degree level.
- ◆ BCoT is one of the largest providers of apprenticeships in the region. We work with large and small employers across all industry sectors.
- ◆ BCoT is in the top 30% of colleges nationally for timely achievement of apprenticeships for all ages and levels - National Achievement Rate Tables 2017/18.

Get in touch

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