

## Course Information

### Higher Apprenticeship in Human Resource Management Course Code - W1127

#### What is an Apprenticeship?

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

#### Venue and duration of course:

The Apprenticeship programme will take place both at East Surrey College and at the workplace and will run for approximately 18 months.

#### 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.

#### What qualifications will I get?

The Apprenticeship is made up of a number of qualifications that you will receive, which includes:

- CIPD Level 5 Diploma in Applied Human Resources (QCF)
- English Functional Skills
- Maths Functional Skills
- ICT Functional Skills
- Employment Rights and Responsibilities
- Personal, Learning and Thinking Skills

#### Course description:

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).

The CIPD has identified eight key behaviours necessary for success in HR. These are:

- Curiosity
- Decisive thinker
- Skilled influencer
- Driven to deliver
- Collaborative
- Courage to challenge
- Role model
- Personally credible

**Units/topics covered:**

You will study 6 mandatory units and a range of optional units, including:

- Developing Professional Practice in Human Resources
- Understanding the Business Context of Human Resources
- Using a Research Approach in Human Resources
- Understanding the Contemporary Human Resources
- Understanding Employment Law

**Type of assessment:**

You will be assessed through a combination of on-the-job competency assessment and off-the-job classroom based knowledge assessment.

**Equipment needed:**

No specific equipment necessary

**Where can it lead?**

Employment opportunities in variety of HR roles, including HR Executive, HR Officer, Assistant HR Manager and Assistant HR Advisor. It could also lead onto the following courses:

- Undergraduate or Postgraduate Degrees in HRM or Business related areas
- CIPD Level 7 Diploma in HRM
- Chartered membership for the Chartered Institute of Personnel and Development (CIPD)

**Course fee:** If you are under 19 on 31/08/2014, tuition is free. If you are 19 or over please call our Employer Services team for advice and guidance on funding and eligibility.

**What to do next:**

For advice & guidance or to arrange an interview please contact our Employer Services team on 01737 788316 or by emailing employerservices@esc.ac.uk.

**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.