

Level 5 People Professional.

People Professionals play a key role in supporting the business to meet its strategic objectives by driving forward the people agenda. This programme will provide you and your organisation with the essential skills to drive impactful people practices and deliver measurable business value. You will develop the ability to analyse and interpret data from various sources, using evidence-based approaches to inform strategic decisions and improve people policies and initiatives. The skills you will develop on programme will allow you to manage projects, advise on complex HR issues, and lead change with confidence and clarity. On this programme, you will gain commercial awareness, enabling you to assess the financial and operational impact of people solutions while ensuring value for money. Through a focus on digital innovation, sustainability, and professional behaviours, you will be equipped to embed emerging trends and ethical practices into your work. You will also enhance your ability to lead talent development, manage risk, and contribute to workforce planning and organisational design. By the end of the programme, you will be a confident, insights-driven people professional, capable of influencing culture, supporting business goals, and delivering sustainable, future-focused HR solutions.

Who's it for?

This programme is aimed at individuals who, as part of their day-to-day responsibilities, will give specific advice and coaching on the interpretation of applicable policies and employment law to the business. They will also support on people-related elements of business projects. Additionally, they will work with stakeholders inside the people function, internal stakeholders, and external stakeholders as appropriate. Individuals within this occupation may also be responsible for:

- Supporting the business to deliver their objectives through development of a people plan
- Making recommendations on what the business can or should do in specific situations
- Supporting managers and leaders to implement their people strategies
- Using data to provide insights into people trends and issues and creating solutions to deal with them
- Contributing to the review, design and update of any people policies and processes ensuring they are in line with legislative requirements

Typical job roles for this apprenticeship include: HR Business Partner, HR Manager, and Diversity and Inclusion Manager.

Business impacts

- ✓ **Improved Decision-Making Through Data Insights**
By applying data analysis and evidence-based techniques, learners can support more accurate, strategic decisions that enhance people policies and drive organisational performance.
- ✓ **Increased Organisational Agility**
Through effective project management and prioritisation, learners help businesses adapt quickly to change, ensuring people initiatives are delivered on time and aligned with business goals.
- ✓ **Digital Transformation of HR Functions**
By leveraging technology and digital trends, learners modernise HR operations, improving efficiency and employee experience.
- ✓ **Cost-Effective People Solutions**
With commercial awareness and value-for-money analysis, learners ensure HR initiatives are financially sound and aligned with business priorities.

Built for performance

- ✓ Programmes designed and delivered by industry experts
- ✓ Dedicated Performance Coach, qualified in their specialist subject area
- ✓ Backup from a multidisciplinary performance team
- ✓ Market-leading online live learning experience
- ✓ 24/7 access to programme materials, enrichment resources, study support and specialist insight via our virtual learning platform
- ✓ Mentoring, networking and peer support through BPP Community, including our Student Ambassador Network
- ✓ Learning pathways built using a 'stretch and challenge' model by design, meaning each learner is pushed to their maximum abilities
- ✓ Progression pathways that can take you from entry level to specialist expert
- ✓ Dedicated Functional Skills support if required



Programme overview.

Apprenticeship standard: People Professional

Cost: £11,000

Duration: 24 months

Entry requirements

As a minimum learners will need to have:

- Five GCSEs at grades 9 to 4 (A* to C), and
- Level 3 qualification such as A-Levels (or equivalent)

For learners that do not have GCSE English and/or maths at grades 9 to 4 (A* to C):

- Learners aged 16-18 years must study and pass Functional Skills English and/or maths as part of the apprenticeship programme
- Learners aged 19 or above on the day they start the programme do not need to study or pass Functional Skills English and/or maths, unless required by their employer



Prepare for the challenges of tomorrow

Get ahead of evolving workforce skills needs

Every BPP apprentice has access to our exclusive Emerging Skills programme.

Comprised of four bespoke courses, the programme combines expertise from BPP, Microsoft and xUnlocked to give learners essential knowledge and skills in the rapidly emerging areas of AI, cyber security and sustainability.

- ✓ Available to all learners at no extra cost
- ✓ Accessible anytime, anywhere via our virtual learning platform
- ✓ Self-paced learning to fit into any busy schedule



Programme contents

Generative AI Fundamentals (Four modules)

Developed by BPP's expert data scientists, this course offers an introduction to working with Generative AI effectively, safely and ethically.

Introduction to Sustainability (Six modules)

Developed in partnership with sustainability experts, xUnlocked, this course builds fundamental knowledge on sustainability and sustainable working practices.

Microsoft AI and Security Essentials (Seven modules)

This course begins with a core AI Essentials pathway, followed by a choice between AI Fundamentals or Security. Microsoft digital badges are awarded throughout, with the option to earn a recognised Microsoft Certification upon completion.

Cyber Security (Three modules)

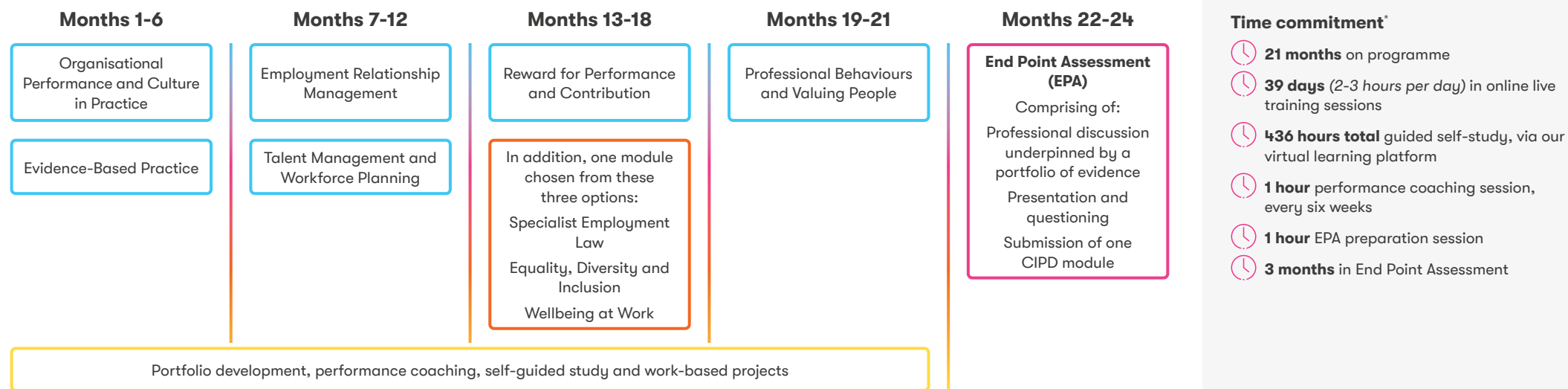
Designed by BPP's cyber experts, this course provides a clear and practical introduction to the importance of cyber security, the most common attack techniques everyone should be aware of, and the fast-changing digital threat landscape.

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Study mode

Online weekly: flexible learning that fits busy schedules, with two to three hours of online live lectures and seminars.

24-month programme (inc. EPA)



Apprenticeship standard

 People Professional

Delivered by

 BPP

Qualification achieved

 CIPD Associate Diploma in People Management

Time commitment*

-  **21 months** on programme
-  **39 days** (2-3 hours per day) in online live training sessions
-  **436 hours total** guided self-study, via our virtual learning platform
-  **1 hour** performance coaching session, every six weeks
-  **1 hour** EPA preparation session
-  **3 months** in End Point Assessment



Programme modules.

Organisational Performance and Culture in Practice

This module examines the connections between organisational structure and the wider world of work in a commercial context. It highlights the factors and trends, including the digital environment, that impact on business strategy and workforce planning, recognising the influence of culture, employee wellbeing and behaviour in delivering change and organisational performance.

Employment Relationship Management

This module examines the key approaches, practices and tools to manage and enhance the employee relationship to create better working lives and the significant impact this can have on organisational performance.

Reward for Performance and Contribution

This module focuses on how internal and external business factors influence reward strategies and policies, the financial drivers of the organisation and the impact of reward costs. It considers the importance of the role of people practice in supporting managers to make robust and professional reward judgements and the impact of rewarding performance.

Evidence-Based Practice

This module addresses the significance of capturing robust quantitative and qualitative evidence to inform meaningful insight to influence critical thinking. It focuses on analysing evidence through an ethical lens to improve decision-making and how measuring the impact of people practice is essential in creating value.

Talent Management and Workforce Planning

This module focuses on the impact of effective workforce planning in considering the development of diverse talent pools and how to attract and onboard the workforce. It also includes analysis of the potential cost to the organisation if this is poorly managed and the tools and interventions required to mitigate this risk.

Professional Behaviours and Valuing People

This module focuses on how applying core professional behaviours such as ethical practice, courage and inclusivity can build positive working relationships and support employee voice and wellbeing. It considers how developing and mastering new professional behaviours and practice can impact performance.

Option 1: Specialist Employment Law

This module examines the purpose of employment regulation and the way that it is enforced in practice. You will evaluate the aims and objectives, the role played by the tribunal and courts in enforcing employment law and how cases are settled before and after legal procedures. You will explain the main principles of discrimination law, how to manage recruitment and selection activities lawfully as well as learning about redundancy law and changes in contracts. Finally, you will learn about managing issues relating to pay and working time in a lawful way and employment rights for flexible working.

Option 2: Equality, Diversity and Inclusion

This module focuses on how adapting leadership styles to manage, monitor and report on equality and diversity is essential for inclusive practice and legislation. It highlights the importance of promoting a diverse and inclusive workforce to drive a positive culture and how celebrating equality, diversity and inclusion increases organisational performance as well as meeting the needs of employees and customers more effectively.

Option 3: Wellbeing at Work

This module introduces wellbeing and its importance in the workplace. It explores existing links between work, health and wellbeing, examining how to manage wellbeing and how it links with other areas of people management practice, and wider organisational strategy. The unit considers key elements of wellbeing programmes, and the stakeholders involved, examining organisational responsibilities and the outcomes of managing wellbeing for employees and employers.

