Professional Career Development Programme: HR Professional Stage 1

Overview
Human Resource professionals work in any setting where there are employees and within small, medium and large organisations. They work as part of the HR function delivering front-line support to managers and employees. Their work is likely to include handling day-to-day queries and providing advice; working on a range of HR processes; from transactional to relatively complex procedures; recruitment through to retirement; using HR systems to keep records; providing information to the business and working with the business on HR changes. They will take ownership for providing advice to managers on a wide range of HR issues using company policy and current law, giving guidance that is compliant and where errors could expose the organisation to employment tribunals or legal risk. In a larger organisation they may also have responsibility for managing a small team (although this aspect is outside the scope of this programme and will need to be covered separately by the employer).

Key information:

Duration
Typically this professional career development programme will take 18 - 24 months.

Minimum Entry Requirements
Employees without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

Qualifications
Upon successful completion, employees will be awarded the CIPD Level 3 Foundation Certificate in HR Practice.

Progression
On completion the employee can apply for Associate Membership (Assoc CIPD) of the Chartered Institute of Professional Development and may also want to consider applying for the HR Professional Stage 2 Programme.

Delivery
Our guided teaching is delivered through a mix of live webinars delivered by a BPP University tutor, 24/7 access to recorded lectures and online lecture notes. Including online teaching sessions with face-to-face inductions and masterclasses.

Students take part in live discussion with fellow learners during live webinars and via course forums.

Trailblazer Group
Each Professional Career Development Programme has an assessment plan produced and developed by employer-led groups known as ‘trailblazers’. Employers who have developed this programme include: Barclays Bank, Capita, Certas Energy, Lloyds Banking Group, Marks and Spencer, Mercer Ltd, NHS, NHS (Moorfield Eye Hospital), NSPCC, Peninsula Ltd, Santander, Sesame Bankhall Group, Succession Group Ltd, Toyota Group plc and Visa Europe.

Role Suitability
Specific job roles may include: HR Administrator, HR Adviser and HR Officer.

On the job training
The table below gives an example of time required during working hours to complete this programme.

<table>
<thead>
<tr>
<th>Programme Module</th>
<th>Timetabled Lectures</th>
<th>Flexible Study Time</th>
<th>Total Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Modules</td>
<td>56</td>
<td>140</td>
<td>196</td>
<td>Webinars plus self-study and mock exams.</td>
</tr>
<tr>
<td>On the job training</td>
<td>-</td>
<td>-</td>
<td>70</td>
<td>Employer led learning such as GPL, Continuous Professional Development, technical training, shadowing and mentoring.</td>
</tr>
<tr>
<td>Study leave</td>
<td>-</td>
<td>35</td>
<td>35</td>
<td>Study leave in accordance with Professional Qualifications policy.</td>
</tr>
<tr>
<td>Gateway preparation</td>
<td>-</td>
<td>14</td>
<td>14</td>
<td>Evidence gathering and authentication to pass ‘Gateway’ through to End Point Assessment preparation.</td>
</tr>
<tr>
<td>Total</td>
<td>56</td>
<td>189</td>
<td>315</td>
<td></td>
</tr>
</tbody>
</table>

This allocation does not include additional time which may be required for functional skills or on programme resits. Please note that this calculation does not include the End Point Assessment phase.

If you are interested in the Professional Career Development Programme, contact your line manager.

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Knowledge and skills associated with the HR Professional Stage 1 Professional Career Development Programme

Knowledge
- Business Understanding
- HR Legislation and Policy
- HR Function
- HR Systems and Processes

Skills
- Service Delivery
- Problem Solving
- Communication & Interpersonal
- Teamwork
- Process Improvement
- Managing HR Information
- Personal Development

Behaviours
- Honesty & Integrity
- Flexibility
- Resilience

Full details of the Skills, Knowledge and Behaviours for this Professional Career Development Programme can be found [here](#).

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