**Resit Appendix for the Consultative Project**

Level 5 HR Consultant Partner Apprenticeship Standard

Issue 2

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# Section 1 Apprentice Details

|  |  |
| --- | --- |
| **Name of Apprentice** |  |
| **Date of Resit** |  |
| **Title of Consultative Project** |  |
| **HR Specialism** | Choose Specialism |
| **Total Word Count for Consultative Project and Appendix** |  |

# Section 2 Red/Amber Components

Please tick the components that were graded as Amber or Red on your initial assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Component Title** | **Code** | **Descriptor** |  |
| HR  Technical Expertise  (HR Specialism) | K5.1 | **Core HR**  Excellent working knowledge of the principles and practices in one of\* Employee Relations, Performance Management, Employee Engagement and their application in delivering HR solutions to business challenges |  |
|  | K5.2 | **Resourcing**  Excellent working knowledge of the principles and practices of resourcing, covering the complete  process, from attraction to induction, including the use of social media and their application in delivering HR solutions to business challenges. |  |
|  | K5.3 | **Total Reward**  Excellent working knowledge of the principles and practices of reward, compensation and benefits and their application to all levels of the organisation. |  |
|  | K5.4 | **Organisation Development**  Excellent working knowledge of the principles and practices in one of\* Organisation Development,  Learning & Development, Talent Management and their application in delivering HR solutions to  business challenges. |  |
|  | K5.5 | **HR Operations**  Excellent working knowledge of the principles and practices of running HR Operations, including  a service centre, technology and HR data/analytics to provide services required by the business. |  |

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| HR Technical Expertise | K1.1 | Good understanding across all HR disciplines, HR legislation and an excellent working knowledge of the organisation’s HR policies and procedures. |  |
|  | K1.2 | Sound understanding of HR in their sector and any unique features. |  |
|  | K1.3 | Up to date with best practice and emerging thinking – able to use this in their dealings with the business. |  |
| Business Understanding | K2.1 | Understands what the organisation does, the external market and sector it operates in, its challenges and issues. |  |
|  | K2.2 | Understands business and HR KPIs and metrics, building a clear picture of how the business is performing. Understands the impact of this on their role. |  |
| HR Function | K3.1 | Understands the structure and responsibilities of the HR function, policies and processes, and where to source HR specialist expertise. |  |
| MI and Technology | K4.1 | Understands HR systems and where to find HR and management data, both internally and externally, including benchmarking. |  |
|  | K4.2 | Knows how technology, including social media, is impacting the business and HR. |  |
| HR Consultancy | S1.1 | Develops and delivers HR solutions to the business that are appropriate to the organisational context. |  |
|  | S1.2 | Influences leaders and managers to adopt appropriate solutions. |  |
|  | S1.3 | Provides tailored HR services to the business as required by their role. |  |
|  | S1.4 | Contributes to the development of relevant HR policies & procedures and/or HR initiatives. |  |
| Providing Support  and Advice | S2.1 | Tailors business-centred advice on the interpretation and application of HR policies and processes. |  |
|  | S2.2 | Makes sound judgments based on business need, ensuring the business operates within the boundaries of employment law. |  |
|  | S2.3 | Deals with escalated people issues and works with the business to resolve them. |  |
| Contributing to Business Change | S3.1 | Leads the HR contribution to business projects and change programmes to support positive behavioural, business or organisational change. |  |
| Building HR  Capability | S4.1 | Leads the improvement of people capability within the business or own team. |  |
|  | S4.2 | Advises and coaches managers to deal successfully with people issues from a generalist or specialist perspective, incorporating best practice where appropriate. |  |
| HR Information Analysis | S5.1 | Researches, analyses and presents HR / business data (both internal and external) to provide insight, support solutions to business issues and track  performance. |  |

# Section 3 Evidence

In the table below add the component code and, in the box next to it please demonstrate to your Assessor the missing evidence of either your knowledge or skill.

The evidence you provide must link to your original project submission.

The word count for the Appendix and the edited Consultative Project in combination, must not exceed 5000 words (+/-10%)

There is extra space below if you wish to add a table, diagram or graph.

|  |  |
| --- | --- |
| **Component Code** | **Evidence** |
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# Section 4 Supporting Evidence

Please label your extra supporting information in the format: Figure A, B, C and reference these labels in your evidence.