



Level 5

People Professional

Become the HR professional who drives strategy, strengthens culture, and elevates organisational performance. Working alongside the CIPD Level 5 Associate Diploma in People Management, this programme is designed for ambitious HR professionals who want to strengthen their expertise and apply it in real workplace contexts. From mastering the nuances of employment law to leading high-impact people initiatives, you will develop the core behaviours needed to influence at the highest level. By the end of this journey, you won't just be supporting managers, you'll be shaping the very practices that define tangible business improvements. Unlock the next stage of your HR career and lead with greater influence.

CIPD

 KnowledgeBrief[®]
Management
School

 Skills England

 Department
for Education

 Apprenticeships



Develop the Skills to Support People and Performance



Level 5

People Professional

Duration: 18 months

What's Involved

This programme is structured into four parts, building the practical knowledge, skills and behaviours needed to become an effective people professional. You will begin by exploring the foundations of people practice, including organisational performance, culture, structures, external influences, evidence-based practice and data-informed decision-making. You will then move into a specialist pathway aligned to your role, choosing either **Human Resources (HR)** or **Learning and Development (L&D)**, allowing you to deepen expertise while continuing to build wider commercial and professional capability.




By the end of the course, you will be applying people practice confidently, supporting improved business performance and embedding positive culture as a certified People Professional.

What This Means for You

This course will provide you with valuable skills in people practice, stakeholder influence, policy application, data interpretation, and organisational support. By strengthening these capabilities, you will be able to contribute more confidently to people initiatives, advise on workforce issues and support managers in delivering effective, inclusive and compliant people solutions. You will also build specialist expertise in either Human Resources or Learning and Development, enabling you to add greater value in your role and support long-term success.

What You Will Achieve

Showcase your professional expertise with these in-demand certifications. Once completed, you'll earn:

 <p>People Professional Certificate</p> <hr/> <p>KnowledgeBrief Management School</p>	 <p>Level 5 People Professional Apprenticeship</p> <hr/> <p>Skills England</p>	<p>CIPD</p> <p>Level 5 Associate Diploma in People Management</p> <hr/> <p>Chartered Institute of Personnel and Development</p>	 <p>Associate Membership (Assoc CIPD)</p> <hr/> <p>Chartered Institute of Personnel and Development</p>
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CIPD Level 5 Associate Diploma in People Management

Build Your People Profession Expertise

The **Level 5 Associate Diploma in People Management** is a recognised qualification that will help you develop and demonstrate the capability to operate as a confident and effective people professional. Successful completion will lead to **CIPD Associate Membership**.

The qualification brings together practical, workplace-focused topics such as:

- Organisational performance and culture
- Evidence-based practice
- Professional behaviours and valuing people
- Employment relationship management
- Talent management and workforce planning
- Designing learning and development programmes
- Supporting informal and structured learning
- Reward, wellbeing, employment law or digital learning



Benefits for Employers

Develop in-house people capability that supports improved business performance, better decision-making and more effective people practices. This programme helps learners build the confidence to support managers, interpret workforce data, contribute to policy and people initiatives, and apply professional judgement in a range of people-related situations. This will support stronger employee experience, improved compliance, better workforce planning and more effective delivery of organisational objectives.



Planting the Future, One Learner at a Time

Every time a learner completes this apprenticeship, we plant a tree to celebrate their personal growth and help to support global reforestation projects.

What You Will Learn

PART 1

Core People Practice and Organisational Understanding

In the first part of the programme, you will build the foundations required to operate effectively as a People Professional. You will explore how organisations function, how culture shapes behaviour and performance, and how external influences affect people decisions. You will also develop your understanding of evidence-based practice, helping you use data, insight and benchmarking more effectively to support sound people recommendations and business decisions.

<p>Learning Cycle 1.1</p> <p>Organisational Performance and Culture in Practice</p>	<p>Learning Cycle 1.2</p> <p>Evidence-Based Practice</p>	<p>Workshops</p> <p>2</p>	<p>Reviews</p> <p>Starting Point Meeting and Progress Review</p>
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Choose Your Specialist Pathway

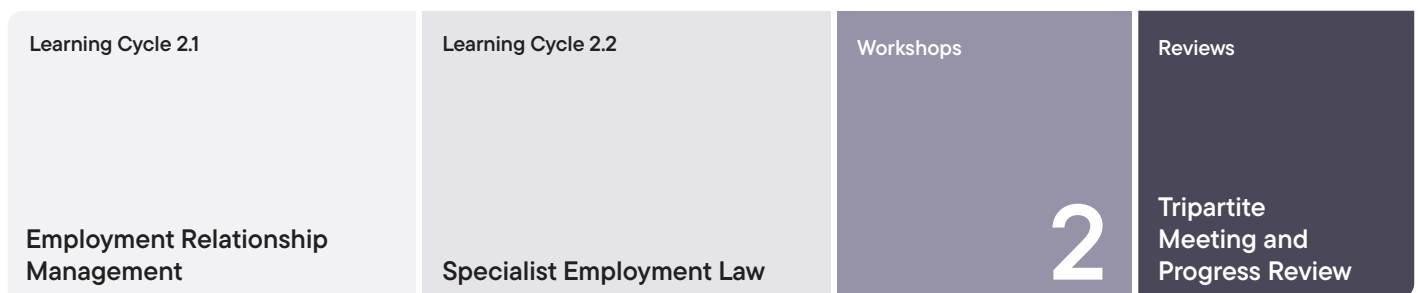
In Parts 2 and 3, you will specialise in the area most relevant to your role. Whether you choose Human Resources or Learning and Development, you will deepen your expertise across your chosen pathway and strengthen your ability to support the organisation through professional, practical and evidence-based people solutions.

Human Resources | SPECIALIST PATHWAY

PART 2

Managing People Risk and Employment Practice

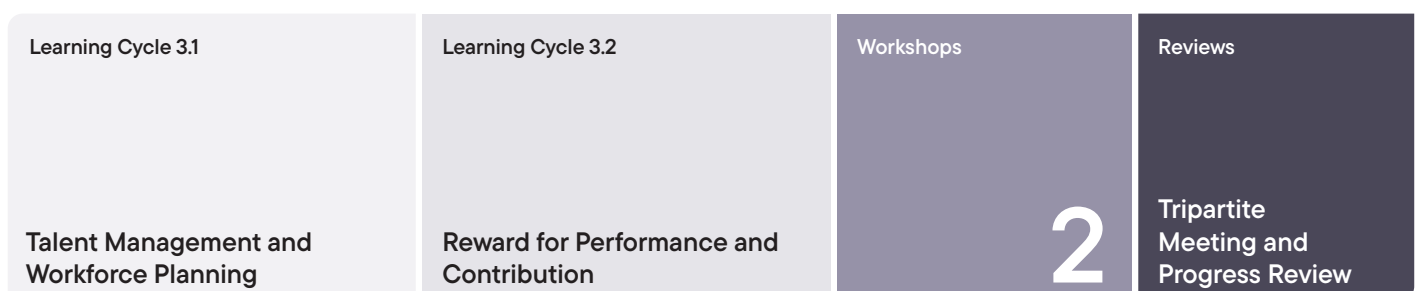
This pathway focuses on the management of employment relationships and the application of employment law in practice. You will build confidence in supporting managers, advising on policy, handling people issues and ensuring practice is aligned to legal and organisational requirements.



PART 3

Strategic Workforce Planning and Reward

This part develops your ability to support long-term people planning and performance through talent, workforce and reward practices. You will explore how organisations attract, retain and develop people, and how reward can support performance and contribution.



How You Are Assessed

Once the programme is complete, you will be assessed through the End-Point Assessment (EPA) by an independent, approved assessment organisation.

The results from all three assessments are combined to decide the overall apprenticeship grade.

The presentation and questioning, and the professional discussion are graded Fail, Pass or Distinction. The assignment is graded Fail or Pass.

The overall apprenticeship grade is Fail, Pass, Merit or Distinction. Merit only applies to the overall grade.

Presentation with Questioning

- A 20-minute presentation to an independent assessor
- Followed by 30 minutes of questioning
- Minimum of 6 questions
- Based on an approved 500-word presentation scoping brief submitted at gateway

Professional Discussion with Portfolio of Evidence

- A 75-minute discussion with an independent assessor
- Supported by a portfolio of evidence
- Minimum of 7 questions

Integrated Assignment

Completion of the CIPD Level 5 Associate Diploma in People Management.

| AI ESSENTIALS

Develop Practical AI Confidence at Work with This Free AI Essentials Bolt-On

AI Essentials gives you the opportunity to strengthen your understanding of AI through a flexible, self directed module that is optional and free of charge.

Designed to build practical confidence and workplace impact, it helps you explore how AI is used in real organisational contexts, where it can add value, and how to apply it responsibly through AI supported insight, workflow improvement, decision making and effective prompting.

Take the next step towards confident, practical use of AI in your organisation.





Core Elements of Your Programme



Workshops

Workshops deliver expert-led learning on core topics, behaviours and strategic people practices. These engaging, interactive sessions bring key areas of the curriculum to life through practical activities and real workplace application, exploring topics such as:

- Reading the Room: Understanding Culture, Behaviour and Performance
- Reward That Works: Performance, Contribution and Motivation
- How People Really Learn: Supporting Everyday Development
- Valuing People in Practice: Inclusion, Ethics and Professional Standards



Techniques and Insight Questions

Build clear understanding of key concepts and learn how to apply them with confidence in your role. Techniques introduce important ideas through structured resources, helping you connect theory to real workplace practice. You will then complete an Insight Question, a short written task that helps you reflect on your learning and apply it to your own responsibilities.



Dedicated Support at Every Step

Work with a dedicated Skills Coach who supports you throughout your learning journey. From regular progress reviews to clear guidance, practical feedback and focused preparation for EPA, your coach will help you stay on track, build confidence and apply your learning in the workplace. Learners regularly highlight the encouragement, responsiveness and expertise of their KnowledgeBrief coaches, recognising the difference this consistent, personalised support makes to their progress and success.



Work-Based Evidence

Turn your day-to-day work into meaningful evidence of your development. You will build your portfolio through real workplace activity, capturing examples from tasks such as meetings, presentations and projects. This helps you apply learning in context, show progress against your role responsibilities and demonstrate the value you are creating for your organisation.

CORE TECHNOLOGY PLATFORMS



KBPro Digital Ecosystem

A connected experience for learners, clients and performance

KBPro brings learning and client insight together in one intelligent environment. By integrating the Learner Experience Platform and Client Experience Platform, it connects development and performance seamlessly. Learners, managers and clients stay aligned through real-time visibility, shared insight and a consistent, fully brandable experience that supports progress, accountability and measurable impact.

KBPro **LXP**

Learning that Fits Your World and Drives Real Progress

Our Learning Experience Platform (LXP) is designed to enable busy professionals to learn when they can, where they can, offering bite-sized modules, real-time feedback and time to reflect. It blends theoretical knowledge with work-based projects, helping learners build confidence and apply knowledge at work. The result is a personalised, intuitive experience that turns everyday learning into lasting progress.

KBPro **CXP**

Clarity and Insight to Track, Support and Maximise Impact

The Client Experience Platform (CXP) gives clients and line managers a clear, real-time view of each learner's journey. No chasing, no guesswork. With smart insights, progress tracking and performance dashboards, it brings people together around learner success, making collaboration easier and impact for your organisation more visible, all while keeping things refreshingly simple.



Our Learners Say

“KnowledgeBrief has been brilliant in the support during my time completing the apprenticeship – the Skills Coaches are on hand as little or as often as you require, and with scheduled regular check-ins The tasks set out have pushed me to look for efficiencies and problem-solving within the workplace and has grown my confidence.”

—Edward Roots, Avis Budget Group

“I strengthened key skills in stakeholder management and influencing, but most importantly gained confidence in communication. The structured learning helped me step into my role with a much clearer sense of direction and purpose.”

— Sam Dykes, Snowdon Recruitment

4.7 Rated Excellent by our Learners
★REVIEWS.io



Rated 4★ Excellent Gov.uk provider
by Employers and Apprentices




treeapp
5700+ m² Land Reforested

 KnowledgeBrief®

Let's Talk

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