



**CAREERS
EDUCATION,
INFORMATION,
ADVICE AND
GUIDANCE
PEOPLE
PROFESSIONS**

TOTALPEOPLE.CO.UK



QUALIFICATIONS

PATHWAYS FOR PROGRESSION

Career progression is not always linear, and often once you start a career, you develop further aspirations and interests and may choose to specialise or divert. To achieve your career goals, you might not follow a single pathway but could complete a combination of different pathways to get to where you are going. For example, after achieving the CIPD Level 3 in People Practice, you gain employment as an HR assistant. As you progress in your role, your employer supports you in completing a Level 5 HR apprenticeship.

The people profession covers a range of jobs such as working in Human Resources or Learning and Development. People working across these professions have a desire to make a difference to the lives of others.



JOB ROLES AND CAREER PROGRESSION OPPORTUNITIES

HR ROLES		
Foundation	Intermediate	Advanced
<ul style="list-style-type: none">HR assistantHR administratorHR officerResourcing coordinator/officerEmployee relations officerOrganisational development officer	<ul style="list-style-type: none">HR business partner or managerHR consultantPeople analystHR advisorEmployee relations managerDiversity and Inclusion specialistResourcing business partnerReward and benefits managerTalent manager	<ul style="list-style-type: none">People analytics managerHead of HRHead of Diversity and InclusionDirector of peopleHead of resourcingHead of talentHR director
L&D ROLES		
Foundation	Intermediate	Advanced
<ul style="list-style-type: none">L&D assistantL&D administratorL&D practitionerL&D trainerL&D specialist	<ul style="list-style-type: none">L&D business partner or managerL&D consultantOrganisational development business partnerEmployee experience manager	<ul style="list-style-type: none">Head of L&DLearning design leadHead of organisational developmentHead of employee experience

TRANSFERABLE SKILLS AND BEHAVIOURS

Foundation

- Effective questioning and attentive listening skills
- Research and design skills (L&D)
- Ability to communicate on all levels
- Solution-focused approach
- Ability to plan and organise effectively
- Build effective working relationships with key stakeholders
- Ability to handle conflict sensitively
- Use coaching skills to support others' development and progression (L&D)
- Manage HR information and data appropriately
- Keep up to date with HR/L&D changes

Intermediate

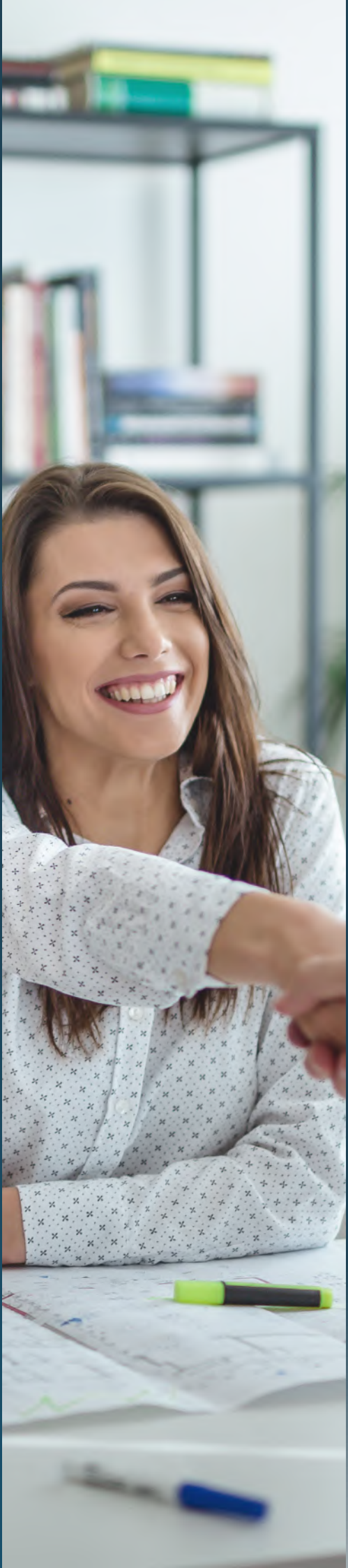
- Skills to motivate and inspire others
- Leadership skills
- Change management skills
- Understanding of HR legislation (HR)
- Ability to source specialised help
- Problem-solving skills
- Ability to work with resilience and flexibility
- Ability to analyse HR information and data (HR)
- Budget and resource management (L&D)

Advanced/Specialist

- Autonomy and acumen to shape management strategy
- Manage employee relations
- Sound understanding of organisational culture, models of behaviour, ethics and beliefs
- Ability to measure impact using qualitative and quantitative measures
- Evaluate solutions that lead to improved ways of working
- Develop others' management, coaching and mentoring abilities
- Strategic workforce planning
- Create and manage people metrics and budgets

CAREER DEVELOPMENT USING TRANSFERABLE SKILLS

Skills and knowledge gained in people professions would be valuable to any chosen career. The skills gained through HR and Learning and Development are closely aligned but each is also a specialism. People often move between these areas as they progress in their career and skills and specialisms are determined. Many of the skills gained could be applied to other roles such as teaching, coaching, mentoring, education, legal services and management.





MATHS AND ENGLISH

These skills will be the foundation of a long and successful career, whichever vocation you choose in the future. Most jobs need people who can read and act on information confidently and communicate effectively with others (whether verbally or in writing). They also require some knowledge of maths for problem solving, whether that's in relation to money, estimating amounts, ordering or time management.

WEBSITE AND CAREERS INFORMATION

CIPD qualifications

If you are working towards a CIPD qualification or apprenticeship in the people profession, then you gain membership to the CIPD. For more information on careers, [click here](#).

Professional development (CIPD)

For information to support your continued professional development, [click here](#).

CMI

If you are in a managerial role, you may also choose to be a member of CMI. [Click here](#) for more information.

UCAS

UCAS provides a wealth of independent careers information, advice and guidance. You can find out about different careers, apprenticeships and courses, as well as support guides that cover many aspects of student life. [Click here](#) for more information.

IfATE

The Institute for Apprenticeships and Technical Education (IfATE) provides a range of information, including occupational maps. Visit the site [here](#) and select the occupational route you are interested in.



Total People is part of LTE group.

LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

