



HR Support - Level 3 Apprenticeship

The HR Support Level 3 Apprenticeship is a great opportunity for learners who want to develop foundational skills and knowledge needed to be a part of a modern HR function. The apprentice will gain the skills and behaviours needed to support employees from recruitment to retirement.

The apprenticeship programme will equip the HR Level 3 apprentices with knowledgeable of today's HR legislation, processes and behaviours and understanding of how business aims fit into their everyday role. The programme will develop an awareness of the overall company objectives, they will be able to relay this to employees, manage behaviours, and how to best support managers.

WHO IS IT FOR?

This course is for those who is working in a medium to large organisation as part of the HR function delivering front line support to managers and employees, or are a HR Manager in a small organisation

Prior experience in a HR support role desirable.

Designed for HR front line support staff or HR managers (small organisations).

TRAINING

- CIPD Foundation Certificate in People Practice Level 3
- 14 Occupational duties (4Ks, 7Ss, 3Bs)
- Functional Skills English and Maths Level 2 (where required)

END POINT ASSESSMENT

The EPA runs over 3 months, including a one hour professional discussion, and a cumulative project.

Passing grades are Pass and Distinction.

Location: Workplace and College



NEXT STEPS

- HR Level 5 HR Consultant/Partner Apprenticeships

KEY EMPLOYERS

London Borough of Haringey, London Ambulance Service, City of London Corporation, Skills Care Ltd, St Georges University Hospital NHS Trust.

FUTURE OPPORTUNITIES

Learners who complete the HR Support level 3 apprenticeship can look forward to a rewarding career in a growing sector. They will have the skills and knowledge to handle day to day queries and providing HR advice; working on a range of HR processes ranging from recruitment through to retirement; using HR systems to keep records; providing relevant HR information to the business; 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.

Location: Workplace and College

