

HR Support Level 3 Apprenticeship

HR Professionals in this role are typically either 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. Their work is likely to include handling day-to-day queries and providing HR advice; working on a range of HR processes, ranging from transactional to relatively complex, from recruitment through to retirement; using HR systems to keep records; providing relevant HR information to the business; working with the business on HR changes.

They will typically be taking 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 – this aspect is outside the scope of this apprenticeship and will need to be covered separately by the employer.

OVERVIEW OF PROGRAMME

Below are examples of what the Apprenticeship may include. By selecting specified units, Apprentices can also work towards achievement of the CIPD Level 3 Diploma and in doing so, will also cover most of the knowledge and skills required for the Level 3 Apprenticeship.

- 🌿 Business environment and culture
- 🌿 Change, measures and outcomes
- 🌿 Values and ethics
- 🌿 Inclusion and employees
- 🌿 Recruitment, performance and reward
- 🌿 Legislation and regulation

END POINT ASSESSMENT

To successfully complete the Apprenticeship, each Learner must pass an independent End Point Assessment, which includes:

- **Consultative Project**
- **Professional Discussion**

Successful outcome will be graded as either Pass or Distinction.

DELIVERY STRUCTURE

Programme delivery is flexible and is tailored to meet industry, sector and roles needs. Apprentices benefit from a blended learning programme that includes:

- Skills coach and tutor support
- Online learning and delivery sessions
- Self-study tasks
- Regular progress reviews, calls or visits with their skills coach
- English/Maths specialist tutor support where required

**GIVE YOUR EMPLOYEES
THE OPPORTUNITY TO
ELEVATE THEIR CAREER
WITH AN APPRENTICESHIP AND
BECOME A LEADER IN YOUR
BUSINESS TODAY...**



SKILLS AND BEHAVIOURS

- Service delivery
- Problem solving
- Communication and interpersonal
- Team work
- Process improvement
- Managing HR information
- Honesty
- Integrity
- Flexibility
- Resilience

KEY INFORMATION

- Duration of Programme:** 16 months
- Qualifications Gained:** Level 3 Apprenticeship in HR Support, CIPD Level 3 Diploma (embedded qualification), Level 2 in Functional Skills Maths and English (if applicable).
- Typical Job Roles:** HR Administrator/Coordinator, People Administrator/Coordinator, HR Support and People Support
- Progression:** May be eligible to apply for Associate Membership of the Chartered Institute of Personnel and Development (CIPD membership is subject to the professional bodies own membership requirements). The apprentice can choose to stay within core HR or diversify into one of the specialist areas of HR or progress onto HR Level 5.
- Programme Value:** £4,500 (funded by Levy or Government funding depending on company size)

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