

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.

Key information:

Typical Job Roles:

HR generalist, HR Support Advisor, HR Advisor, HR Administrator, HR Administrator/Coordinator, People Administrator/Coordinator, HR Support and People Support.

Duration:

15 months + End Point Assessment (EPA)/ Apprenticeship Assessment (AA).

Minimum Off-the-job required hours (OTJT):

370 hrs over the duration of the programme.

Qualifications Gained:

- Level 3 HR Support Apprenticeship standard
- CIPD Level 3
- Level 2 Functional Skills Maths and English (if applicable)

Progression:

- People Professional Level 5
- Operations Manager Level 5

Programme Value:

£4,500 (funded by the Skills Levy or through government funding dependent on company size).

83% say CIPD made them more confident and capable at work

89% of HR professionals agree that proactively building employees skills will help their organisation navigate the future of work

82% of global leaders agree that the HR function is more critical now than ever

