

HR Support

Level 3

Apprenticeship Standard

The Level 3 HR apprenticeship is appropriate for those whose role involves providing front line HR support to managers and employees. They may deal with daily operational matters; handling queries; providing advice on employment law or company policy and have involvement with a range of HR processes such as recruitment, performance management and disciplinary matters.

Their role is likely to include keeping records and providing data to enable decisions to be made. They may be part of a team or fulfil a stand-alone role in a small organisation.

Level 3 HR apprentices have the option to study the CIPD Foundation Certificate or Diploma in Human Resources Practice.

CHRY SOS
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Example Job roles:

HR Administrator, HR Assistant, Personnel Assistant, HR Adviser, HR Officer.

Eligibility / Entry requirements:

- Aged 16+ years
- Employed in a suitable HR role
- Willing to work towards Functional Skills Level 2 Maths and English (if required)

Price:

£5,000 (inclusive of End Point Assessment but not CIPD fees)

Progression route:

On completion, apprentices may choose to register as Associate members (Assoc CIPD) of the Chartered Institute of Personnel and Development (CIPD) – this is at an additional cost and not eligible for levy funds.



Key facts:	
Duration	14-18 months
Study mode/frequency	Regular attendance on bespoke virtual learning environment and face-to-face meetings planned in with a dedicated tutor.
Qualification	Upon completion the apprentice will receive: <ul style="list-style-type: none"> • HR Support Level 3 qualification • Chartered Institute of Personnel & Development (CIPD) Level 3 Certificate or Diploma in Human Resources Practice
Knowledge and Skills	<ul style="list-style-type: none"> • Business Understanding • HR Legislation and Policy • Understanding the role of HR, its business plan and priorities • Delivering excellent and professional HR services • Problem solving • Communication and interpersonal skills • Collaborative working • Improving HR Processes and Performance • Managing HR Information • Developing yourself as an effective HR practitioner
Behaviours	<ul style="list-style-type: none"> • Honesty and Integrity • Flexibility • Resilient • Curious • Energetic • Positivity
Functional skills	Required to work towards Level 2 in Maths and English, unless exempt with recognised prior learning.
Assessment	End point assessment which may include: test of knowledge; competency based interview; assessment of evidence; presentation & questioning and a professional discussion.

Call **01949 20976** or email **engagement@sreducation.co.uk** for further information.