

HR Support
Level 3



Overview

Apprenticeship: HR Support

Qualification: Level 3

Duration: 18 months

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. 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 providing advice to managers on a wide range of HR issues using company policy and current law, giving guidance.



Type of job roles the programme is for

- HR Administrator
- HR Support Assistant

Qualifications

- CIPD Level 3 Diploma
- Functional Skills in Maths
- Functional Skills in English

Progression opportunities

- HR Level 5
- HR Level 7

Core competencies

- Business understanding
- HR legislation and policy
- HR systems and processes
- Process improvement
- Communication

Training Process

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- New learners are assessed by a Skills Coach to ensure their suitability for the programme
- After this, they will complete an initial assessment and scoping to identify areas of improvement, and development goals for the apprenticeship
- An apprenticeship induction is then held for new learners, where they will be introduced to the schedule of study

Modules

Ongoing Skills Development Coach Support

1 - Developing Yourself as an Effective HR Practitioner

- Classroom/Online: 3 days

2 - Managing and Coordinating the HR Function

- Classroom/Online: 3 days

3 - Using Information in HR

- Classroom/Online: 3 days

4 - Supporting Change

- Classroom/Online: 3 days

5 - Supporting Good Practice in Employment Relations

- Classroom/Online: 3 days

6 - Resourcing Talent

- Classroom/Online: 3 days

7 - Supporting Good Practice in Performance and Reward Management

- Classroom/Online: 3 days

8 - Delivering L&D Activities

- Classroom/Online: 3 days

Gateway

- 15 months

Assessment

- 18 months
- 50% Consultative Project, 50% Professional Discussion

Pathway

Apprenticeship:

HR Support

There is a clear GC Education & Skills career pathway for the apprentice once they've completed the Level 3 HR Support course.

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HR Apprenticeship Routes

Level 3

HR Support Level 3

Level 5

HR Consultant/Partner Level 5