

Level 3

HR Support

TYPICAL DURATION: 18 MONTHS



Role Profile

HR Support professionals provide front-line support to managers and employees in medium to large organisations or act as HR Managers in small organisations. They handle day-to-day HR queries, provide advice on a range of HR processes from recruitment to retirement, and ensure compliance with company policy and current law. They also manage HR systems, provide relevant HR information to the business, and may take ownership of advising managers on various HR issues. Additionally, they stay updated on business and HR legal/policy/process changes relevant to their role.

Qualifications

English and maths qualifications must be completed in line with the apprenticeship funding rules

Course Content

During their apprenticeship, individuals gain skills, knowledge, and behaviours in their chosen role and industry. This includes subjects such as; Business understanding, HR Legislation and Policy, HR Function, HR Systems and Processes, Service Delivery, Problem solving, Communication & interpersonal, Teamwork, Process improvement, Managing HR Information, and Personal Development.

Apprenticeship Assessment

This Apprenticeship has 2 assessment methods.

- Consultative Project
- Professional Discussion

Typical Job Roles

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

Further Information

The successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD)

Progression Routes

Leadership & Management