

# Apprenticeships

## Find your inner Superhero

### HR Support Level 3



#### Overview

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.

Length of Programme:  
18 Months

## Modules Include:

- Business Understanding
- HR Legislation & Policy
- HR Function
- HR Systems & Processes
- Service Delivery
- Problem Solving
- Communication & Interpersonal Skills
- Teamworking Skills
- Process Improvement
- Managing HR Information
- Personal Development

These modules are all underpinned by a set of behaviours



## Benefits:

- On completion of the qualification, apprentices may choose to register as Associate members with the Chartered Institute of Personnel and Development (CIPD) to support their professional career development and progression.
- Stepping stone to a higher managerial role (within any sector)
- Knowledge Builder – helps understanding the knowledge and skills required to progress to a HR Managers Role
- Earn as you learn
- Government Recognised Qualification - equivalent to A Levels



## End Point Assessment:

End Point Assessment or EPA as its known has been created to assess the knowledge, skills and behaviours gained throughout the qualification. EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. For this qualification the EPA consists of the following:

- Consultative Project with questions and answers (The project topic will be work related and agreed with your Manager)
- Professional Discussion