

# HR SUPPORT

The HR Consultant/ Partner Apprenticeship will be best suited to HR Managers, HR Consultants and /or HR Business Partners.

The course contains options for HR specialisms and for people management responsibilities.

## Course 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. 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

The HR Support, Level 3 (standard) will give apprentices the opportunity to develop the following skills:

- Service Delivery
- Problem solving
- Communication & interpersonal
- Teamwork
- Process improvement
- Managing HR Information
- Personal Development

**Course code**  
AS3 HR Sup

**Award on successful completion**  
HR support level 3 standard and CIPD L3 certificate

**Study type**  
Day Release

**Level**  
3

**Start date**  
September 24

**Duration**  
18 months

**Fees**  
£4,500. Funded by government 16-21, 22+ 5% employer contribution unless levy

**Location**  
Worcester Campus

**The apprentice will also develop knowledge in the following areas:**

- Business understanding
- HR Legislation and Policy
- HR function
- HR Systems and Processes

**The apprentice will also develop behaviours in the following areas:**

- Honesty & Integrity
- Flexibility
- Resilience

## Entry requirements

The entry requirements for this apprenticeship will be set by the employer.

Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship..

## Methods of assessment

As The End Point Assessment (EPA) can only be triggered after 12 months of starting the apprenticeship and is dependent on when the employer and training provider decide the apprentice is ready. EPA is typically expected to conclude within 3 months. The employer has the final decision to progress the apprentice to EPA. The apprentice and training provider should feel confident the learning outcomes have been achieved.

The EPA consists of three elements, all of which may be completed online. All assessment methods need to be passed. Each assessment method should directly assess the knowledge, skills and behaviours of the Standard. The End Point Assessor has the final decision.

## What can I do next?

Successful completion of this standard will enable the individual to apply for Associate Membership (Assoc CIPD) of the Chartered Institute of Personnel and Development (CIPD), the professional body for the HR sector, if they take the qualifications suggested. Without the qualification, individuals can become an Associate Member of CIPD if their end point assessment is carried out by a provider approved by the professional body..