

HR Support Level 3 (Apprenticeship)

Overview

An HR Support Apprentice would typically be working in a medium to large organisation as part of the HR function, delivering front line support to managers and employees. They may also be acting as an HR Manager in a small organisation.

Objectives

The programme:

- develops the skills of 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
- understanding the use of HR systems to keep records, providing relevant HR information to the business and working with the business on HR changes
- develops the knowledge and skills to take 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.

Each apprentice must undergo an independent end-point assessment to determine the outcome of their apprenticeship. The assessments will evaluate the knowledge, skills and behaviours gained during their programme. The methods in which this apprenticeship is assessed are:

- consultative project
- professional discussion

Facilitators	Apprenticeship by SCCU.UK
Audience	Suitable for anyone involved in HR Support
Commitment	24 months. Apprentices will be assigned a dedicated tutor. The tutor will visit monthly in the workplace, as well as being on hand to support throughout the duration of the apprenticeship programme. The frequency of these sessions may be more, depending on the needs of the apprentice.
Date	On demand courses
Cost	Free to CAT schools through Apprenticeship Levy
Venue	In own venue