

# Level 3 HR Support Standard Apprenticeship

## Qualification aims/objectives/suitability

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. In a larger organisation they may also have responsibility for managing a small team – this aspect is outside the scope of this apprenticeship and will need to be covered separately by the employer.

## Functional Skills

Apprentices without English or Maths at Level 2 must achieve this prior to taking the end point assessment.

## Course Content includes:

- Business Understanding
- HR Function
- HR Systems and Processes
- HR Legislation and Policy

## Qualification

Level 3 HR Support Standard

## Duration

Typically 18 – 24 months

## Venue

The course will be delivered and supported in the workplace and by the training provider.

If functional skills are required this may be delivered in the workplace or with the training provider.