

HR Support



Level

3

Duration

Typically 14-16 months

Levy Cost £4,500

Non-Levy Cost
Fully funded or 5% (£225)

How can a HR Support apprentice benefit my business?

The HR Support Apprenticeship programme will provide your HR professionals with the confidence to take ownership of tasks and to support your wider team, maximising productivity and effectiveness. They will gain a greater understanding of the profession and build a foundation of knowledge which could lead them towards becoming the future HR leaders in your organisation.

Who is the HR Support apprenticeship for?

HR Professionals working in a medium to large organisation as part of the HR function, or a HR Manager in a small organisation. They provide front line support to managers and employees.

Key responsibilities are likely to include handling day to day queries and providing HR advice, working on a range of HR processes, using HR systems to keep records and 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.

What will it cost the business to take on an apprentice?

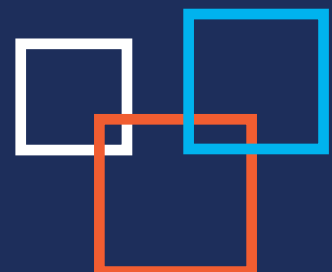
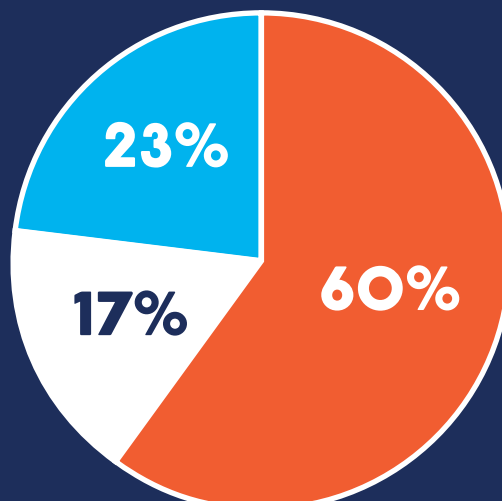
Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the '20% off-the-job' training delivered?

Apprentices will attend college once every 4 weeks either in Norwich or Colchester.



	Work-based Activity
	Self-Study Assessment
	Classroom Activity

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the HR Support Level 3 Standard consists of:

- A work-based project
- A professional discussion

On successful completion of the EPA, apprentices may be eligible to apply for Associate Membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements).

The Learner Journey

Month 1	Sign up and Induction	Skills scan · Developmental activities · Induction · Learning plan
Months 2-10	On Programme	Foundation Certificate in People Practice · Workbook completion · Progress reviews · Functional skills
Months 11-13	Apprenticeship Workshops	Skills development · Portfolio building · Tutorials · Peer learning
Months 14	Gateway to EPA	Project proposal · Work-based project on the HR function
Months 15-17	EPA	Work-based project · Professional discussion · Progression routes

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- HR Consultant / Partner Level 5
- Team Leader / Supervisor Level 3

Additional 'Optional' Qualification

CIPD Level 3 Foundation Certificate in People Practice

Cost: £800

As an addition to the HR Support Level 3 Apprenticeship, your apprentice can also have the option to develop their knowledge of people practice, along with developing skills to progress in the workplace.

This is a nationally recognised qualification which can be studied, in addition, to the above apprenticeship standard. This qualification will provide the skills training below:

- Confidence to be able to provide guidance to colleagues, customers, and the organisation
- Expertise to undertake tactical tasks that deliver value
- Greater understanding of the HR profession
- Raise their professional profile within your organisation

The aim of this qualification is to support your preparation for the End Point Assessment (EPA) but is not essential.