

Level 3 Human Resource Support Apprenticeship



Course Overview

This apprenticeship qualification is aimed at HR professionals who are responsible for delivering front line HR support to managers and employees. Their work is likely to include handling day-to-day queries and providing HR advice; working on a range of HR processes; from recruitment through to retirement; using HR systems to maintain employee records; providing relevant HR information to the business to support the business with HR projects/changes.

The apprenticeship will provide successful learners with a firm foundation in all aspects of the People Profession, developing your knowledge and understanding of the HR function, and the skills required to carry out a HR Support role confidently and effectively.

What You Will Study

At least 6 hours of your working week for the duration of the apprenticeship must be spent carrying out new learning relating to the apprenticeship standards. To support you in achieving this, you will study the CIPD Level 3 Foundation Certificate in People Practice, covering the following topics:

- Business, culture and change in context
- Principles of analytics
- Core behaviours for people professionals
- Essentials of people practice

You will also be required to develop an extensive knowledge of your organisations HR policies and procedures, including employment legislation underpinning these.

Attendance Expectations

When you enrol onto this apprenticeship, you will be required to attend remotely taught sessions for the CIPD Level 3 Foundation Certificate in People Practice.

You are also required to meet regularly with your apprenticeship assessor (either remotely or in your place of work) for reviews on progress and workplace assessments to take place.

If you are undertaking Functional Skills as part of your apprenticeship, you will be required to attend Castleford Campus for a week block of teaching, per Functional Skill

START DATE	LEVEL
Various dates	Level 3
STUDY MODE	DURATION
Full-time	18 months
AWARDING BODY	LOCATION
Chartered Institute of Personnel and Development (CIPD)	Workplace Based



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email courseinfo@heartofyorkshire.ac.uk.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website www.heartofyorkshire.ac.uk.

Quick Links



**How to
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Support**



**Virtual
Tours**



subject. This will be discussed at your enrolment and induction.

How You Will Be Assessed

The knowledge element of the apprenticeship is continuously assessed with no end examination. Successful completion of all assignments and class-based work will result in the award of the CIPD Level 3 Foundation Certificate in People Practice.

In addition to this, your apprenticeship assessor will also carry out regular one-to-one assessments such as observations, Q&A's and professional discussions either remotely or in your workplace at mutually convenient times. These assessments will provide evidence of you demonstrating the knowledge, skills and behaviours using practical working examples required to meet the Level 3 HR Support apprenticeship standards.

To achieve the apprenticeship in full, your End Point Assessment is made up of two components; a 3,000-word consultative project and a professional discussion, both of which demonstrate you meeting the apprenticeship standards within your role. Your End Point Assessment is assessed by the CIPD.

Entry Requirements

It is expected that Level 3 apprentices will have experience of working within a current HR role, to ensure they have the suitable foundations on which to further build their knowledge and skills.

Certificate evidence of English and Maths at Level 2 or GCSEs at Grade 9-4.

If you do not have these, we can support the development of your English and Maths skills through completion of Functional Skills in the relevant subject and one-to-one support. Most employers look for ability in these areas and the majority of university courses require you to have English and Maths GCSEs at Grade 9-4. This is why the development of Maths and English is so important, whatever your field of study.

Fee Information

Please contact the Apprenticeship Recruitment Team on 01924 789469 or email apprenticeships@heartofyorkshire.ac.uk

All students are required to register with CIPD upon enrolment. The fee for this is payable directly to the CIPD and includes admission and annual membership.

Further Study

Successful learners may benefit from career enhancement or progress further to higher level studies within the People Profession.

