

HR Support

Level 3 | 18 months (plus 3 months EPA)

Cost: £4,500

PROGRAMME SUMMARY

This programme of study prepares an individual to work in a HR Support role within a HR department. It is designed to equip apprentices with a better understanding of the role of HR in organisations, support good practice within employment relations, support good practice in performance, reward management and support change.

Upon completion of this apprenticeship, learners will have the skills, knowledge and behaviours needed to move into a HR Partner/Consultant role, and will also be eligible to progress onto the Level 5 Chartered Institute of Personnel and Development (CIPD) course.

QUALIFICATIONS ACHIEVED

L3 HR Support Apprenticeship

During the apprenticeship the learner can apply for Student Membership to the Chartered Institute of Personnel and Development (CIPD) and on completion the successful apprentice may be eligible to apply for Associate Membership of the CIPD.

WHO IS SUITABLE?

This apprenticeship is aimed at individuals currently in roles that have exposure to supporting HR projects and supporting managers in an organisation.



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.

EMPLOYER RESPONSIBILITIES

Your responsibility as an employer is to support your apprentice throughout their apprenticeship. You should ensure you have allocated a mentor, which could be their Line Manager. The mentor would be their key support person who will motivate the apprentice, ensure they are engaged and help to drive progression. This will ensure all learning and assessments are completed by the practical planned end date. Once the learning is completed you will support the apprentice during their gateway period through to End Point Assessment. You are required to adhere to the key responsibilities below.

Key responsibilities:

- Be aware of and have an understanding of the knowledge, skills and behaviours within the apprenticeship standard and any mandatory qualifications
- Take part in bi-monthly progress reflections
- Ensure that apprentices can complete their planned Off the Job activities
- To give the apprentice opportunity to evidence progress and active learning monthly
- Allow the apprentice time to attend English and maths training which is additional to the off the job hours. A variety of delivery models are available depending on the apprentices starting point, e.g. 2 weekly blocks or weekly sessions
- Use one file to track your apprentice's progress

ENTRY REQUIREMENTS

Employers will identify entry requirements through vocational skills assessment with the support of Total People and a OneFile scorecard.

Learners without a Level 2 English and maths must achieve these Functional Skills within the first six months of the programme and prior to completion of the apprenticeship.

TOPICS AND UNITS

- Business Culture and Change in Context
- Principles of Analytics
- Core Behaviours for People Professionals
- Essentials of People Practice

END POINT ASSESSMENT:

End point assessment one - A consultative project of 3000 words that will cover the knowledge elements of the programme including Business Understanding, HR Legislation and Policy, HR Function, HR Systems and Processes, Service Delivery, Problem Solving, Process Improvement and Managing HR Information. The assessment will be graded pass/fail/distinction.

End point assessment two - A competency based professional discussion to assess the knowledge, skills and behaviours across the standard. The duration of the competency based professional discussion will be 45-60 minutes. The competency based professional discussion will be assessed by the end-point assessment organisations and graded distinction/pass/fail.

OFF THE JOB TRAINING

Off the job training is a critical and important element within the apprenticeship. Apprentices must complete the minimum requirement for the off the job training. The requirement is to complete a minimum of 6 hours per week or the equivalent over the practical learning duration (20% of capped 30 working hours).

Off the job training must deliver new skills and knowledge that are directly relevant to the apprenticeship standard and can include:

- Teaching of theory via blended delivery methods
- Practical training
- Work shadowing
- Supported learning and time spent writing any assignments/questions

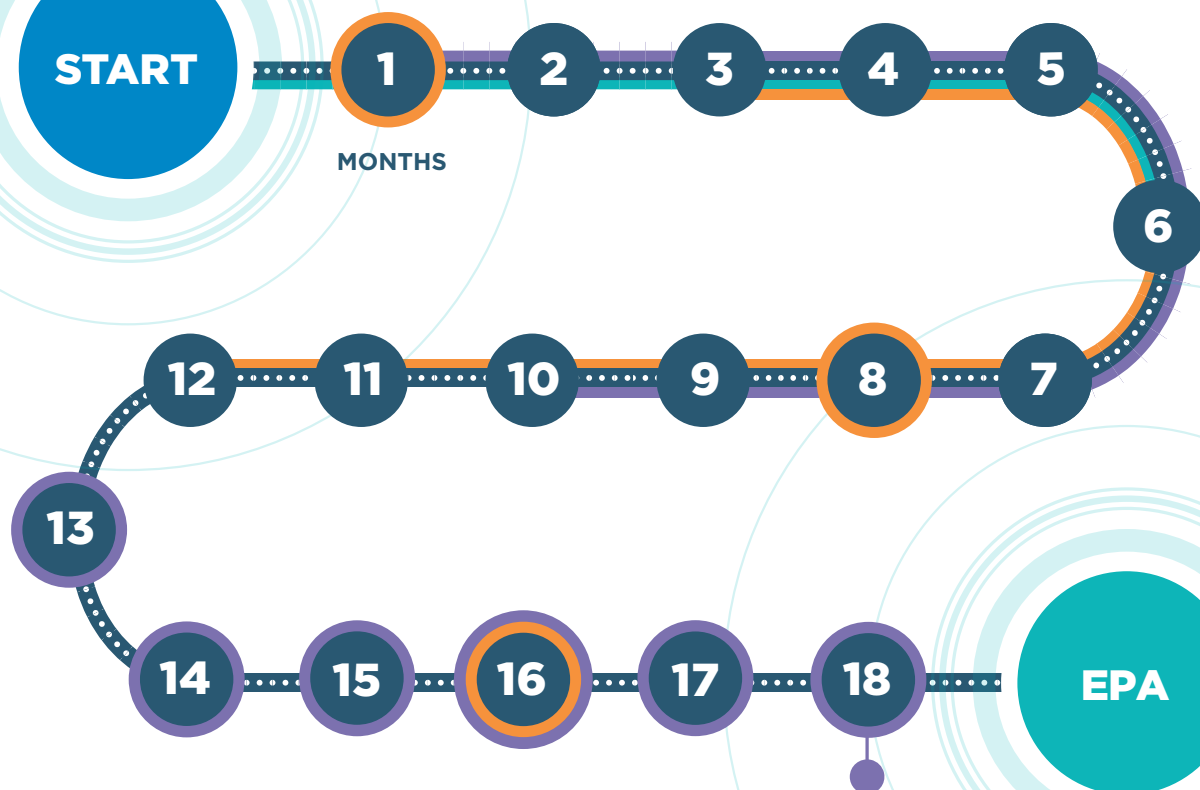
ROADMAP

KEY

- Knowledge Delivery
- Functional Skills
- Embedding Skills and Behaviours
- Progress Review
- EPA Preparation
- Gateway

START

MONTHS



Topics covered

- Business Culture and Change in Context
- Principles of Analytics
- Core Behaviours for People Professionals
- Essentials of People Practice

Off the job activities

- Course Orientation to programme and Onefile courses
- Module activities, Self Study and knowledge development
- 4 module reflection and journal entry
- Onefile courses and reflection
- Completion of workplace activity (Remote activities)
- Shadowing & company policies
- Support/prep for EPA

EPA activities

- EPA 1 - A consultative project of 3000 words that will cover the knowledge elements of the programme including Business Understanding, HR Legislation and Policy, HR Function, Hr Systems and Processes, Service Delivery, Problem Solving, Process Improvement, Managing HR Information. The assessments will be graded pass/fail/distinction.
- EPA 2 - A competency based professional discussion to assess the knowledge, skills and behaviours across the standard. The duration of the competency based professional discussion will be 45-60 minutes. The competency based professional discussion will be assessed by the end-point assessment organisations and graded distinction/pass/fail.

GET IN TOUCH

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