

LEVEL 3 HUMAN RESOURCE SUPPORT APPRENTICESHIP

Subject Area

Student Type

Study Mode

Business &
Professional

Students aged 16-18
Part Time

What is the course about?

This apprenticeship is the ideal first step towards a rewarding career as an Human Resources (HR) professional. As an HR Support Apprentice, your role will typically involve handling day-to-day queries, providing HR advice, supporting a range of HR processes from recruitment to retirement, using HR systems to maintain records, supplying relevant HR information to the organisation, and working with your employer on HR-related changes.

The apprenticeship is designed for individuals starting out or in the early stages of their career, such as HR administrators or HR officers. It is suitable for a wide range of HR professionals delivering frontline support to managers and employees. It is also available to those in smaller organisations who carry out HR functions as part of their role, such as recruitment and performance reviews.

Why should I choose the course?

You should choose this apprenticeship because it provides a solid foundation for starting a career in HR, offering practical experience in handling everyday HR tasks and supporting key processes within an organisation. It is well suited for those new to the field or in early HR roles, helping you develop essential skills in a real-world setting. Additionally, the apprenticeship is flexible enough to benefit professionals working in both larger and smaller organisations, equipping you with the knowledge and confidence to support managers and employees effectively.

What will I learn?

This course emphasises the key behaviours essential for building effective working relationships with business managers, colleagues, other HR functions, and relevant external organisations. The apprenticeship standard covers a range of knowledge, skills, and behaviours across various topics, including business understanding, HR legislation and policy, HR function, systems and processes, service delivery, problem solving, and communication skills.

How is the apprenticeship delivered?

During the on-programme element of the course you will be supported in the workplace by the apprentice coach. The apprentice coach will assist you in collating examples of good practice to showcase your skills, support you and your employer in working through the knowledge, skills, and behaviours detailed in the standard, and assist with preparation for End Point Assessment (EPA).

You will learn the principles of human resources practice through talks, group discussions, case studies, role-plays, and practical exercises. Throughout the programme you will be encouraged to relate theories and practice to your own organisation and



**Warrington
& Vale Royal
College**

Warrington Campus
Winwick Rd, Warrington WA2 8QA

 wvr.ac.uk

 01925 494 494

Winsford campus
Weaver St, Winsford CW7 4AH

 learner.services@wvr.ac.uk

experience both within class and written/practical assignments.

You will undertake a series of on-programme assessments to test your knowledge and skills. There will be the opportunity to complete a level 3 CIPD qualification. The CIPD qualification is classroom-based and weekly attendance at college is mandatory.

On successful completion of all on-programme learning you will be put forward for EPA by your employer and training provider. EPA takes place on completion of all on-programme learning following successful submission to gateway. The EPA consists of two assessment methods:

- Consultative project
- Professional discussion.

You will work with your employer, training provider, and independent assessment organisation to agree the content of the consultative project. You will receive guidance regarding the content and structure to ensure the final project allows opportunity to showcase all of the required knowledge, skills, and behaviours.

You will be required to undertake initial assessments for English and maths if you do not hold a Grade C/4 or relevant equivalent qualification, and you must achieve a level 2 equivalent in both English and maths before going through to gateway.

What will the course lead on to?

After successfully completing your apprenticeship, you 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 apprenticeship forms the foundation of a career within the profession, giving the basis for further development through a career path within an organisation and/or through the HR consultant/partner apprenticeship. You can choose to stay within core HR or diversify into one of the specialist areas of HR.

There will be an opportunity for you to progress onto a higher apprenticeship in human resources consultant/partner at level 5. You may also be able to progress within your job role.

What support is available?

You will be allocated a designated tutor to guide you through your apprenticeship. We have a team of staff dedicated to providing learning support if required, as well as a Wellbeing Team that is on hand to offer guidance, support and help when needed.

Click here for learning support: <https://wvr.ac.uk/college-life/learning-support>

Why should I choose to study the course at Warrington & Vale Royal College?

We are one of the top-performing further education colleges for apprenticeships. Over nine in ten of our apprentices continue in employment or receive a promotion once they have completed their apprenticeship. We also have a dedicated apprenticeship matching service which matches your skills to a suitable apprenticeship employer. The college is dedicated to supporting you on-programme and helping you progress on to the next step.



**Warrington
& Vale Royal
College**

Warrington Campus
Winwick Rd, Warrington WA2 8QA

 wvr.ac.uk

 01925 494 494

Winsford campus
Weaver St, Winsford CW7 4AH

 learner.services@wvr.ac.uk

What are the entry requirements?

To study this course, you must be working in a HR advisory/support role and be able to demonstrate the required competencies.

You are required to have a minimum of one GCSE in English or maths grade 4/C or above or equivalent. You will need to work towards achieving the qualification you do not hold alongside your apprenticeship. An initial assessment will need to be undertaken to enable us to assess your level and individual needs.



**Warrington
& Vale Royal
College**

Warrington Campus
Winwick Rd, Warrington WA2 8QA

 wvr.ac.uk

 01925 494 494

Winsford campus
Weaver St, Winsford CW7 4AH

 learner.services@wvr.ac.uk