

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 apprentice is the perfect first step into a rewarding career as a HR professional. As a HR support apprentice your 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 keep records, providing relevant HR information to the organisation, and working with your employer on HR changes.

Why should I choose the course?

This apprenticeship is aimed at anyone who is starting out or at the early stages of their career, such as a HR administrator or HR officer. A wide range of HR professionals can take advantage of the apprenticeship-anyone delivering front line support to managers and other employees is eligible. It is also available to professionals in small organisations who perform HR functions as part of their job role, for instance people doing recruitment and performance reviews.

What will I learn?

On the course, there is a focus on the key behaviours which are essential to building effective working relationships with business managers, peers, and other HR functions, together with relevant external organisations. The knowledge, skills, and behaviours covered in the apprenticeship standard will cover a variety of topics, including business understanding, HR legislation and policy, HR function, systems and process, 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 the 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 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.



**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

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 Welfare 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.

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.

