

smart

TRAINING & RECRUITMENT

HR SUPPORT LEVEL 3

HR support professionals can work in any size of organisation. These roles involve taking ownership and executing a wide range of Human Resource procedures within company policy and current law. HR support professionals are considered as key members of any successful business, delivering front-line support to your managers and providing compliance guidance to staff.

Learning topics within this Apprenticeship include:

Continuous Professional Development
Business Understanding
HR Legislation and Policy
HR Function
HR Systems and Processes

Service Delivery
Communication & Interpersonal Skills
Managing HR Information
Problem Solving & Process Improvement
Projects and Report Writing

LEARNER JOURNEY

- 15 months on-programme learning + End Point Assessment
- Monthly, virtual classroom lessons / workshops
- Additional online 1-2-1 support from our specialist tutors
- Workplace training, shadowing & mentoring
- Progress reviews
- Functional Skills Support in English and Mathematics
- End Point Assessment preparation

★★★★★
We are rated
5-stars on the
Apprenticeship
Directory

PROGRESSION

On completion, the Apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD).

It forms the foundation of a career within the profession, giving the base for further development through a career path within an organisation and/or through the HR Consultant/Partner apprenticeship.

For full course details please visit:



<https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-support-v1-1>

APPRENTICE RECRUITMENT SERVICE

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