



training and
recruitment

Business Administration & Support Services

HR Support Apprenticeship Level 3

This programme equips professionals to deliver essential HR services that keep your organisation compliant, efficient, and people-focused. Apprentices become trusted partners for managers, providing front-line HR support and guidance on policies, legislation, and best practice. By investing in this programme, you gain an employee who is developing the skills to improve processes, enhance employee experience, and contribute to strategic HR goals.

Get in touch

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See programme info



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Who is it for?

People New to HR, People in HR that want a Foundation Qualification and HR Administrators.

Learning Topics

- Continuous Professional Development
- Business Understanding
- HR Function
- Service Delivery
- Communication, Skills & Team Work
- HR Legislation & Policies
- HR Systems, Processes and Reporting
- Problem Solving and Process Improvement
- Project & Report Writing

Learner Journey

- 12 months on-programme learning + 3 months End Point Assessment period (Consultative Project and Professional Discussion)
- Monthly virtual classroom lessons/workshops
- Online 121 support from our specialist tutors
- Workplace training, shadowing & mentoring
- End Point Assessment preparation
- Progress Reviews
- 342 hours of Dedicated Learning Time will need to be recorded across the duration of your qualification
- Upon successful completion Apprentices will become Associate Members of the CIPD