

Human Resources Support Apprenticeship

This apprenticeship Standard is suitable for HR professionals, typically working in a medium to large organisation within a Human Resources department delivering front line support to managers and employees, or a HR Manager working in a smaller organisation.

Their work is likely to include handling day to day queries and providing HR advice; working on a range of HR processes, ranging from transactional to relatively complex, from recruitment through to retirement; using HR systems to keep records; providing relevant HR information to the business; working with the business on HR changes.

They will typically take ownership for providing advice to managers on a wide range of HR matters using company policy and current law, giving guidance that is compliant and there errors could expose the organisation to employment tribunals or legal risk.

Delivery model and duration: Workplace and workshop delivery

Duration: Minimum 18 months

Qualification: Level 3 Certificate in Human Resource Practice

Components: English and maths functional skills at Level 2

Ideal for:

HR Administrator
HR Support
HR Officer
HR Advisor

The apprenticeship will cover the following core areas:

Organisational Structure
The role of Human Resources
Legislation and Policy in Human Resources
Systems and Processes in Human Resources
Talent Resourcing
Supporting Employee Relations
Supporting Performance and Reward
Developing yourself as a HR Practitioner

Benefits for learners:

Build confidence as a HR Practitioner
Gain support from Industry recognised trainers

Develop a wide range of human resource skills
Obtain a nationally recognised qualification

Entry Requirements

GCSE in English and Maths grades 9 - 4 or A*- C

What's Next

Successful completers of this apprenticeship may want to progress to the CIPD level 5 Certificate in Human Resource Management.

Your Options

	Start Date	End Date	Course Level
Human Resources Support Apprenticeship (Part Time)			
Gloucester	TBC	TBC	3