

HR Support (ST0239) Level 3 Apprenticeship

HR Professionals in this role are typically either working in a medium to large organisation as part of the HR function delivering front line support to managers and employees or are a HR Manager in a small organisation.

Expected course duration

21 Months.

College attendance

None required unless opting to add additional CIPD course (Level 3 Certificate in People Practice)

College day release intakes

Optional L3 CIPD Qualification certificate in People Practice.

Evening intake currently starts in September every year Thursday Evenings at Kettering and Bedford.

When can the apprentice start employment?

June to August for a September start.

When can the apprenticeship training start?

As soon as Employment starts.

Course content

The apprenticeship covers a range of Skills Knowledge and Behaviours.

Whilst studying you will be supported throughout the programme to develop:

- Business knowledge and understanding including basic HR legislation and policies, HR function, systems and processes
- Skills such as service delivery skills including delivering customer service on a range of HR queries, building managers HR expertise, taking initiative to achieve KPIs, planning and organising your workloads. Other skills you will be expected to develop will include problem solving, communication, interpersonal, teamwork, process improvement, managing HR information and personal development
- Behaviours to develop and demonstrate will have a focus on your integrity, honesty, flexibility and resilience.

Entry requirements

Desirable:

Maths Grade 9-4 and English Grade 9-4.

What training is required in the workplace?

- Access to multiple IT packages including MS
- Planned 20% off the job learning during working hours set around Knowledge, Skills and Behaviour (KSB) required as part of the Apprenticeship
- Line Manager uses the formal Performance Management process and regular 1:1s to discuss progress in the apprenticeship, provide feedback and guide development in line with KSB development plan.
- Regular check points between the Line Manager and Training Provider (aligned with the Performance Management process) to ensure that the apprentice is on track and agree how any issues will be addressed.
- Apprentices should be strongly encouraged to create a learning/training record that contains examples of their work as they go through the apprenticeship - this can be used in reviews with the Line Manager and Training Provider
- The focus of the apprenticeship is primarily on individuals who are new to the role or are progressing on their career journey through the organisation.

Further study and career options

Course progression:

Progression to CIPD Level 5.

Career progression:

Potential Full-time employment options on completion, nearly 2 years in industry experience as well as transferrable skills. Career role progression to HR Consultant.

Successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD).

Additional information

Additional Qualification CIPD Level 3 - £600.00.

Campuses

Study is available at the following campuses:

Bedford College and Tresham Corby Campus.

For more information, please visit here:

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

How to apply

Through the apprenticeship vacancy page of our website:

<https://bedfordcollegelgroup.ac.uk/study/apprenticeships/apprenticeship-vacancies/>

and the national apprenticeship website:

<https://www.apprenticeships.gov.uk/>