

Level 3 HR Support

Discover the HR Support Apprenticeship, with full support provided to meet all requirements.



16 Months



Awarding Body:

CIPD

This apprenticeship equips individuals with the practical skills needed to manage day-to-day HR queries, deliver advice, and support a wide range of HR processes—from routine tasks to more complex matters, spanning the full employee lifecycle from recruitment to retirement.

It also includes training in the use of HR systems for record-keeping, reporting relevant information to the business, and contributing to organisational change and HR initiatives.

THE APPRENTICESHIP COVERS:

- HR legislation and policy
- HR functions
- HR systems and processes
- Business understanding
- Managing HR information
- Problem solving
- Service delivery

EPA / APPRENTICESHIP ASSESSMENT:

1. Consultative project
2. Professional discussion



Apprentices will also work towards Functional Skills Level 2 in Maths and English, if not already exempt.

This apprenticeship is suitable for anyone looking to kickstart their career in HR.

Apprentices will develop key skills and behaviours to support progression towards HR Support. Apprentices will typically take ownership of providing advice to managers on a wide range of HR issues using company policy and current law, giving guidance that is compliant and where errors could expose the organisation to employment tribunals or legal risk.