

HR Support (L3) Apprenticeship Standard

Level: 3

Type: Part Time, Apprenticeship

Start Date: Various - Various

Course Code: CH4AS3HRS

Typical Duration: 2 Year(s)

Need to speak to us about a course?

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Cambridge Regional College is an approved Study Centre, offering CIPD qualifications. The CIPD is the professional body for experts in people at work. For more than 100 years, they've been championing better work and working lives by setting professional standards for HR and people development, as well as driving positive change in the world of work. With hubs in the UK, Ireland, Middle East and Asia, the CIPD is the career partner of choice for more than 150,000 members around the world. They are the only body in the world that can award Chartered status to individual HR and L&D professionals.

The Level 3 HR Support Apprenticeship is primarily for individuals who are new to their HR role or progressing on their career journey through the organisation. This pathway is suited to both generalist and specialist HR professionals and will enable learners to develop the knowledge, skills and behaviours they need to provide support across a range of HR areas.

About the course

The Level 3 Apprenticeship reflects the wide-ranging knowledge, skills and behaviours relevant to contemporary human resource practice. HR professionals in this role are typically working as part of the HR function, delivering front line support to the HR team, managers and employees, across the employee lifecycle, or are embarking on or aspiring to a career in HR.⊠⊠Responsibilities are likely to range

from largely transactional work, using HR systems to maintain records and provide relevant HR information, to supporting change projects or handling day to day queries, using company policy and current employment law to provide HR advice and guidance.HR Support is designed to help you develop knowledge, skills and behaviours in the following areas:

- Business understanding
- HR Legislation and Policy
- HR Function
- HR Systems and Processes

Apprentices will attend college fortnightly for day release to study for the CIPD Level 3 Foundation Certificate in People Practice. On successful completion of the Foundation Certificate in People Practice, candidates will be eligible for Foundation Membership of the CIPD and can use the designation Foundation CIPD.

Suitable job roles include: HR Support Officer, HR Administrator, HR Assistant

There is no upper age limit for apprenticeships making it a course ideal for those looking to start a career in a particular sector and looking to get qualifications that recognise their experience and gives them opportunity to progress further in their career.

Progression and career opportunities

Level 5 Apprenticeship HR Consultant / Partner or further learning.

Entry requirements

There are no formal entry requirements for this qualification; however, learners must be employed in a suitable administrative role and hold GCSE Grade 4 or above in English and Mathematics, unless they are aged 19 or over.

Assessment

This programme is delivered by CRC and the workplace and focuses on developing the knowledge, skills and behaviors needed to succeed in a multi-channel marketing role. Whilst on program apprentices will build a showcase portfolio of evidence comprising of 5 work-based projects. Once learners finish their training they will go through Gateway and complete the two components of the End-Point Assessment.

1. Assessment Method 1 - Consultative Project

A project which contains a range of evidence demonstrating that the apprentice has met the

requirements of specific Knowledge and Skills

2. Assessment Method 2 - Professional Discussion

A discussion that will explain specific skills and behaviours

Disclaimer

Whilst every effort is made to ensure the information is correct, some details may be subject to change. Cambridge Regional College reserves the right to make amendments to the courses, dates, fees or other details, and to make cancellations or changes if numbers are insufficient.