

L3 HR Support Apprenticeship

Apprenticeships are real jobs - with plenty of hands-on experience, a salary and the chance to gain your qualifications - all while getting that real-world work experience you'll need for your next step.



What will I be training to do at work?

To handle day to day queries and provide HR advice; work on a range of HR processes, ranging from transactional to relatively complex, from recruitment through to retirement; use HR systems to keep records; provide relevant HR information to the business; work with the business on HR changes.

Entry requirements?

- A minimum of 4 GCSEs at grades 4 – 9 (GCSE C or above) English and Maths.
- Be able to work more than 30 hours per week.
- To sit an assessment for English, maths, and entry for CIPD Certificate.
- An interview with CIPD and Apprenticeship Tutor.

How does the apprenticeship work?

The apprenticeship lasts approx. 18 months.

Apprentices attend college for 4 hours per week (term time) and work towards the CIPD Certificate in Human Resource Practice. Completing 6 modules each assessed by an assignment.

Telford College works with the employer to create a specific development plan to meet the apprenticeship standards which the apprentice is expected to work towards. Whilst working to the plan in the workplace the apprentice will track the journey mapping to the require standards showing valuable knowledge, skills and practical experience gained.

Alongside an off the job record is completed highlighting all the learning that has taken place (a min of 20% of the duration of the apprenticeship).

Apprentices are supported by a CIPD tutor whilst at college, assessment in the workplace and with regular reviews between the employer, tutor and apprentice to discuss progress and achievements.

When the apprenticeship standard, off the job learning hours and CIPD has been completed apprentices move to Gateway. This is where the employer confirms competency and a project is set for the apprentice to complete ready for End Point Assessment (EPA).

A project report is created by the apprentices and submitted to the EPA for grading. Following the submission, a discussion takes place to confirm competency and is graded. The

apprenticeship is graded fail, pass or distinction with a transparent criteria to meet.

Next step following completion of the apprenticeship

Many apprentices remain employed with the company and move onto HR Level 5 Consultant / Partner Apprenticeship. Other options include L&D Apprenticeships