

HR SUPPORT Level 3

Typical Job roles: HR Support, HR Assistant, HR Advisor, People Advisor



Duration: This apprenticeship will typically take 15 months + 3 months EPA

HR Professionals in this role will usually work as part of the HR function, delivering front line support to managers and employees. Their work will typically include providing advice to managers on a wide range of HR issues using company policy and current law, giving guidance that is compliant and identifying where errors could expose the organisation to employment tribunals or legal risk.

Qualifications

As part of this apprenticeship with BePro the apprentice will study the Foundation Certificate in People Practice accredited by the CIPD. Apprentices will be required to attend a series of workshops once a month to study 4 mandatory modules:

Business, Culture and Change in Context	Principles of Analytics
Core Behaviours for People Professionals	Essentials of People Practice

The CIPD qualification is provided by BePro as added value and is not a requirement of the apprenticeship standard. The apprentice must complete the whole apprenticeship programme including EPA to achieve the CIPD certificate.

English & Maths

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the End-Point Assessment and full support will be provided. Apprentices will attend workshops to study if they do not currently have a level 2 in these subjects.

On-Programme Coaching and Assessment

Apprentices will attend live online workshops to gain the knowledge required, in addition they will complete a variety of online and work-based activities to enable them to demonstrate competence. Development coaches will meet with apprentices to conduct observations and hold discussions to help them to gather evidence against the apprenticeship standards.



End Point Assessment

For the HR Support apprenticeship, the End Point Assessment consists of a 3000 word consultative project and a professional discussion. BePro will provide full support with all elements of the assessment including preparation and practice.

Professional Recognition

During the Apprenticeship, the apprentice will need to become a student member of the CIPD, the professional body for the HR sector. (It is mandatory to become a member of CIPD in order to gain the CIPD qualification).

Upon completion of the apprenticeship the apprentice will become an Associate member of the CIPD.

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Month 1

Induction and enrolment. Planning off the job training, programme Q+A, review schedules, intro to systems and learning journey.

Month 3

Attend workshop(s). Apprentice starts to embed theory from workshops into role which is reflected in evidence in eportfolio. Activities to be completed on eportfolio set by coach.

Month 5

Attend workshop(s). Submission of first assignment. Activities to be completed on eportfolio set by coach. Coach review of portfolio completed so far and identification of gaps in learning.

Month 7

Attend workshop(s). Review how theory is embedded into role/evidence. Review of strength of eportfolio. Activities to be completed on eportfolio set by coach.

Month 9

Attend workshop(s). Submit 2nd assignment. Activities to be completed on eportfolio set by coach. Review of strength of eportfolio. Activities to be completed on eportfolio set by coach.

Month 13 - 14

Attend EPA workshop (s). Submit final assignment. Review of strength of eportfolio and complete any missing gaps.

Month 2

Attend workshop(s). Apprentice is starting to produce evidence independently for eportfolio. Activities to be completed on eportfolio set by coach.

Month 4

Attend workshop(s). Review how theory is embedded into role/evidence. Activities to be completed on eportfolio set by coach.

Month 6

Attend workshop(s). Specialist coaching session for gaps in knowledge and skills. Activities to be completed on eportfolio set by coach. EPA prep session. Functional skills exams (if applicable)

Month 8

Attend workshop(s). Activities to be completed on eportfolio set by coach. Review of strength of eportfolio.

Month 10 - 12

Attend workshop(s). Submit 3rd assignment. EPA discussion and Q&A. Review of strength of eportfolio. Activities to be completed on eportfolio set by coach

Month 15

Off the job log completed to 20% of working hours. Final review of eportfolio Pre-Gateway meeting with line manager. Proceed through gateway and complete EPA Project.