

Level 3 Human Resources Support Apprenticeship



Course Overview

The Human Resources Support Level 3 qualification will help your apprentice to develop a wide range of knowledge and skills required for working in Human Resources. Topics covered will include: Understanding HR Legislation, Problem Solving, Service Delivery, Project Innovation and Personal Development.

20% Off The Job

- Off the job training is learning which involves tasks or activities outside of the normal day-to-day working roles and contributes to the achievement of an apprenticeship. It can be delivered at the apprentice's normal place of work or off-site and should be during working hours.
- Examples of off the job training include classroom training, role play, coaching and mentoring, simulation exercises, online learning, work shadowing, manufacturer training, industry visits, self-study and assignment completion.

Progression Opportunities

Upon completion of the HR Support qualification the apprentice will be able to:

- Study further qualifications
 - Level 5 HR Consultant / Partner
 - Level 7 Human Resources
- Fulfil job roles similar and including to the following:
 - HR Advisor
 - HR Coordinator
- Apply for a membership at the following professional organisations:
 - Chartered Institute of Personnel and Development (CIPD)

Course content

To attain the Level 3 Human Resources Support apprenticeship standard, you have to complete the following objectives:

- **Knowledge Modules:**
 - Understanding your Sector
 - HR Legislation and Policy
 - Problem Solving Function and Service Delivery
 - Projects Change and Innovation
 - Personal development and Effectiveness
 - HR Systems and Processes
 - Motivation, Conflict and Team Dynamics
- **Portfolio of Evidence to Prove Competence in Knowledge, Behaviours and Skills**
- **Functional Skills if needed**
 - English and Maths (Class/Exam)
- **Gateway** (You are required to pass through the gateway to move onto the EPA)
- **End Point Assessment**
 - Synoptic Project
 - Professional Discussion

Entry Requirements

- Aged 16 +
- Mathematics and English GCSE grade: 4/C or Functional Skills Level 2
- Or complete relevant assessment to achieve Level 2

Course Cost

The maximum cost of this course is £5000 (If you have a Levy Account). Otherwise, 95% of the total cost of your course is funded by the government, all that is required is a 5% contribution of £250 from the employer.

If you have < 50 employees, and the apprentice is 16-18 years old, the government will fully fund the course.



FNTC Training – Head Office:

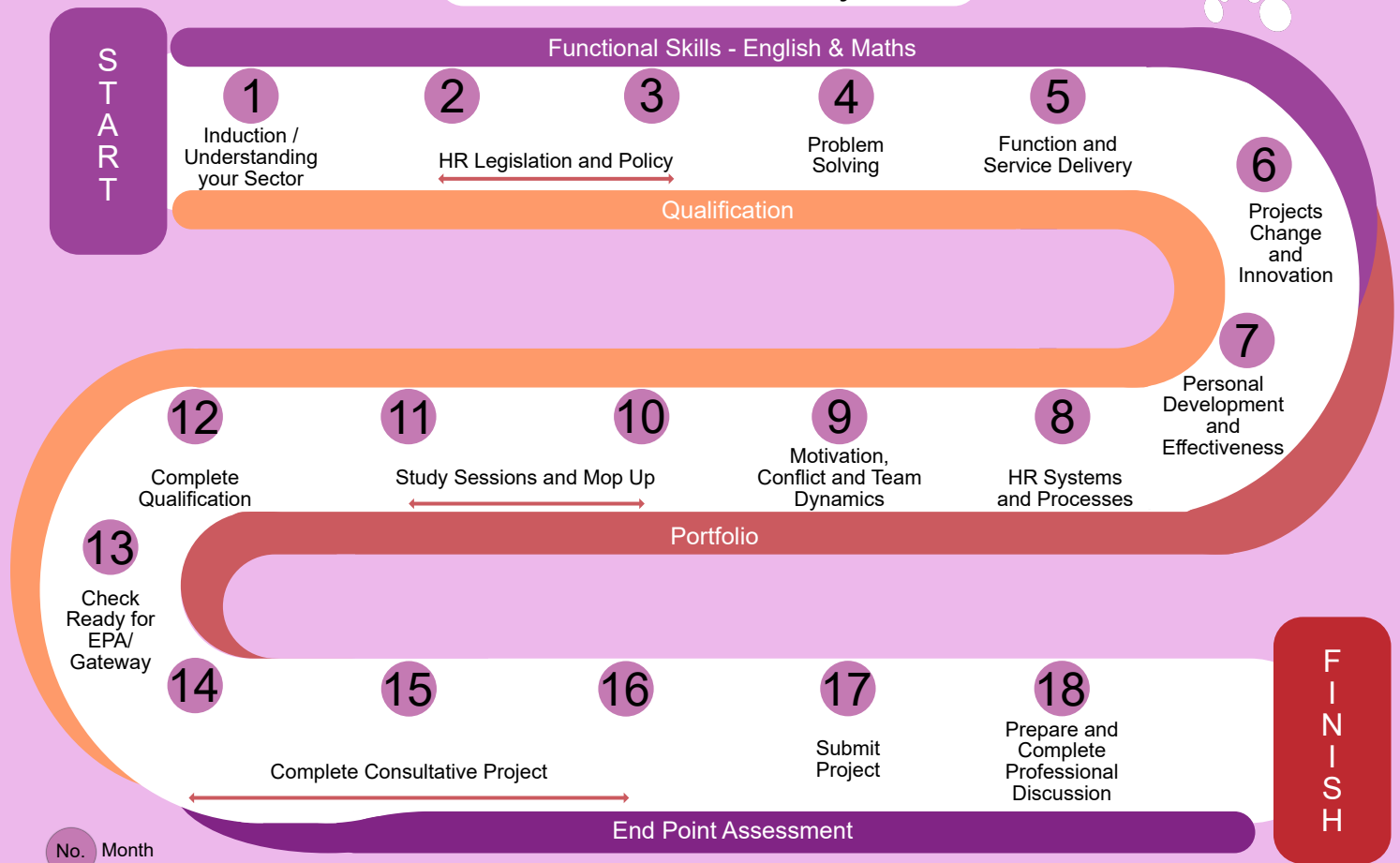
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Hampshire, SO40 9JG

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Human Resources Level 3 Learner Journey



Please Note: The order of modules for qualifications may differ from this layout. This is the approximate journey time of this apprenticeship so may be different.

End Point Assessment (EPA)

Consultative Project - There is a choice of 6 project questions of which 1 is selected. It takes 3 months to complete and is summarised into a report with a pre-determined format. Questions relating to the project will also be asked during the Professional Discussion.

Professional Discussion - The content of the discussion is aligned to the skills, knowledge and behaviours, as well as 3 questions referencing the consultative project.

The EPA is carried out by the Chartered Institute of Personnel and Development (CIPD). This is done once the learner has passed all sections of the qualification and the employer and training provider are confident that the learner has the ability to pass the assessment.

Venue & Duration

The course is organised to suit your needs in collaboration with your employer. The duration is typically between 15 - 18 months, dependant on circumstances. One to one support is given at the employer site.

How to Apply

To Apply for this course:

Phone - 02380 866664

Email - businessdevelopment@fntctraining.co.uk

Website - www.fntctraining.co.uk

Further Information

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