

Apprenticeship

Human Resources

Advanced Apprenticeship in HR Support (CIPD) Level 3

What is an HR Professional?

This Apprenticeship provides a firm foundation in key HR areas and an understanding of HR in a business context. An HR professional is responsible for providing front-line support to managers and employees on various HR issues, from recruitment to retirement, using HR systems to keep records and providing relevant HR information to the business.

Apprenticeship Summary

Duration	18 - 24 months – typically one evening a week.
Entry requirements	GCSEs at grades A* – C or equivalent in Maths and English. If your grade is below a three or below a D, you will also study Functional Skills Apprentices without Level 2 English and Maths must achieve this level before completing their Apprenticeship.
Assessment and Training	<ul style="list-style-type: none"> ■ Interactive sessions to put theory into practice. ■ Delivered via classroom-based theory and seminar activities at a local college and online learning platforms. ■ Six units, each with an assessment designed and written by CIPD and supported by tutorials with the course tutor to support assessments.
Qualifications / Certification	<ul style="list-style-type: none"> ■ Level 2 Functional Skills (Maths and English) ■ CIPD Level 3 Human Resource Practice Certificate ■ Associate Membership (Assoc CIPD) of the Chartered Institute of Personnel and Development.

What Practical Experience and Skills will you gain?

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| ■ Business Understanding | ■ Communication & Interpersonal Skills |
| ■ HR Legislation and Policy | ■ Process Improvement |
| ■ HR Function | ■ Managing HR Information |
| ■ HR Systems and Processes | ■ Personal Development |
| ■ Service Delivery | ■ Honesty and Integrity |
| ■ Problem-Solving | ■ Flexibility |
| ■ Teamwork | ■ Resilience |

