

HR Support

Advanced Apprenticeship (Standard)

Location: Workplace setting and Watford campus

How to apply: Application and interview

Average duration: 18 months

Who is this Level Apprenticeship suitable for?

This level 3 standard is ideal for HR Professionals working in a medium to large organisation as part of the HR function delivering front line support to managers and employees, or who are an HR Manager in a small organisation. Their work is likely to include handling day to day queries and providing HR advice; working on a range of HR processes, ranging from transactional to relatively complex, from recruitment through to retirement; using HR systems to keep records; providing relevant HR information to the business; working with the business on HR changes.

They will typically be taking ownership for providing advice to managers on a wide range of HR issues using company policy and current law, giving guidance that is compliant and where errors could expose the organisation to employment tribunals or legal risk. In a larger organisation they may also have responsibility for managing a small team. However this aspect is outside the scope of this apprenticeship and will need to be covered separately by the employer.

Progression

Successful completion of this standard will enable the individual to apply for Associate Membership of the Chartered Institute of Personnel and Development, the professional body for the HR sector.

Progression onto the Higher Apprenticeship in HR Consultant/Partner.

Entry Qualifications

Participants must be working in an HR support role to ensure that they have the necessary foundations on which to further build their knowledge, experience and skills.

The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher.

Applicants will be assessed and interviewed where they will need to demonstrate that they can cover the range required by these apprenticeship standards.

Assessment

After working through the programme in close partnership with the employer and West Herts College assessors/trainers the apprentice will complete the end-point assessment. For this apprenticeship there are two components:

1. Consultative Project
2. Professional Discussion

The Employer, Training Provider and Independent Assessment Organisation will work with the apprentice to agree the content of the Consultative Project, providing guidance as to the content, structure etc. The Independent Assessment Organisation will sign this off.

Apprentices must have level 2 qualifications in English and maths prior to taking their end point assessment.

How is the programme delivered?

- 8-10 workshops throughout the programme plus some coaching sessions to complete the Level 3 CIPD Foundation Diploma in Human Resources Practice and end point assessments
- 1:1 support from a qualified HR coach
- Regular reviews with the employer and the candidate
- Self-directed learning supported by the West Herts College virtual learning resources
- Compilation of a work based portfolio
- Presentation skills coaching for the end point assessment discussion
- 1:1 coaching for the end point assessment consultative project which will be a real example of work done by the apprentices in their role in the workplace
- All followed by the final assessments by an independent assessment centre

What will the programme include?

- Developing yourself as an effective HR or L&D practitioner
- Understanding organisations and role of HR
- Recording, analysing and using HR information
- Developing coaching skills in the workplace
- Developing mentoring skills in the workplace
- Supporting organisations through change
- Supporting good practice in managing employee relations
- Supporting good practice in practice in performance and reward management
- Resourcing talent

The Consultative Project will be a real example of work done by the apprentices in their role.

The Professional Discussion will be conducted after the Independent Assessor has reviewed and marked the Consultative Project. It will focus on the skills and behaviours learned together with any knowledge and skills components that have not been covered in the Consultative Project.

Apprenticeship Components

As part of this apprenticeship candidates may gain a CIPD Level 3 Foundation Diploma in Human Resources Practice.

This qualification can form the basis of the project and professional discussion and develop apprentice's knowledge and skills in preparation for the end-point assessments.