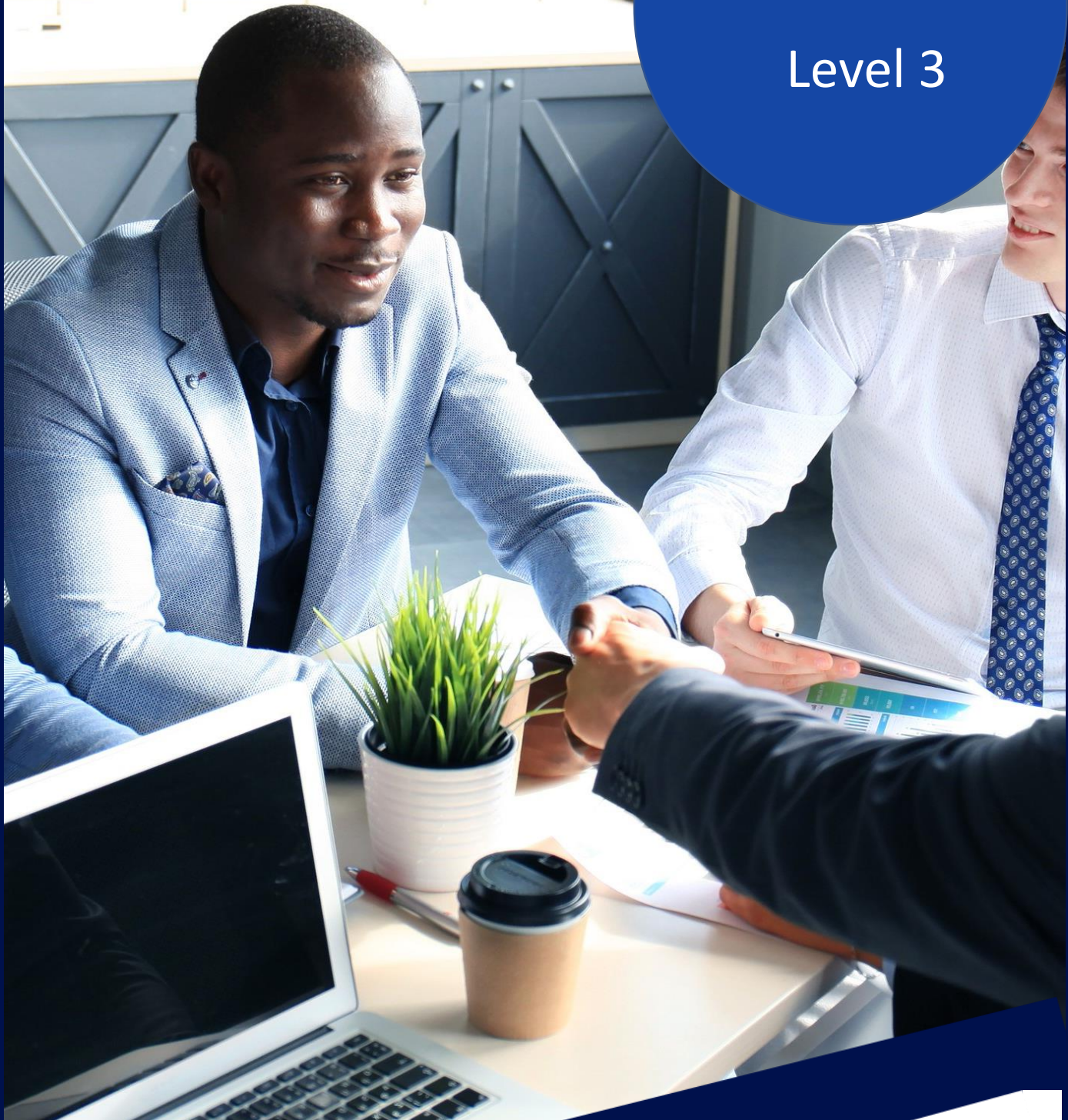


  
Ofsted  
Outstanding  
2010|2011

HR Support

Level 3



 Apprenticeships

[www.fareport.co.uk](http://www.fareport.co.uk)

T: 01329 825805

E: [info@fareport.co.uk](mailto:info@fareport.co.uk)

 **FAREPORT**  
SKILLS FOR THE FUTURE

# HR Support

**Level:** 3

**Duration:** 15-18 Months

## **Entry Requirements:**

- Candidates should be either working in a medium to large organisation as part of the HR function delivering front line support to managers and employees or an HR Manager in a small organisation
- At the start of the apprenticeship, it is expected that you will be working at a level equivalent to A-C or Grade 4 and above GCSE Maths and English or Functional Skills at Level 2

## **Overview:**

Duties are 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.

You 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.

## **Qualification Awarded:**

- HR Support Standard Level 3
- Functional Skills English Level 2
- Functional Skills Maths Level 2

## **Key Topics:**

- Business Understanding
- HR Legislation and Policy
- HR Function
- HR Systems and Processes
- Managing HR Information
- And much more...

## **Assessment Methods:**

A variety of assessment methods will be used to demonstrate knowledge and competence:

- Workbooks
- Assignments
- Product evidence
- Reflective accounts
- Discussions
- Witness testimony
- Observation

## **End Point Assessment**

End point assessment [EPA] has been created to assess the knowledge, skills and behaviours gained throughout the qualification. EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. EPA will consist of the following assessment activities:

- Consultative Project
- Professional Discussion