

# HR Support

## LEVEL 3

 12 Month Programme + EPA

Supporting the handling of the day to day queries faced by HR professionals from recruitment to retirement, with a CIPD qualification and membership.

### Introduction to the course

Team members that provide HR Support typically work in organisations supporting the wider HR function. Key responsibilities may include providing advice to managers on a wide range of HR issues, using company policy and relevant laws to provide guidance that is compliant and protects the organisation against potential employment tribunals or legal challenges.

### Learner outcomes

Learners will develop their core HR knowledge establishing the values by which their organisation operates by and how this applies to their role. Learners will understand the HR systems and processes used and be able to apply these as part of the HR function supporting the implementation of HR changes or projects within the business.

Learners will be required to develop their skills in order to maintain HR records as part of the services delivered and ensure that reports and management information related to HR data is produced.

Service delivery will be excellent, providing support, solutions and advice to colleagues, building their own expertise in HR matters.

### Assessment

Learners will be assessed through on-programme learning before progressing to the End-Point Assessment, where they will be required to complete:

- A Consultative Project
- A Professional Discussion

Learners must achieve Level 2 English and Mathematics before completing the programme.

### A good fit for

Individuals working in a people practice support role work in medium to large organisations and provide support to managers and employees.

### What's next?

This programme forms the basis for further development and learners may progress to the Level 5 HR Consultant/Partner or the Level 3 Learning and Development Practitioner apprenticeship.

## CIPD

### Your CIPD Qualification and Membership

As Babington are a CIPD Approved Centre, on completion of this apprenticeship, you can receive a CIPD Level 3 Foundation Certificate in People Practice\*. This allows you to gain the CIPD Foundation Membership, which helps to establish your impact in the workplace. It shows you're applying your knowledge to support your people team and your organisation and is the cornerstone from which you'll build your credibility in the people profession. As this qualification leads to a CIPD Membership, you'll gain a lifelong career partner, and be recognised for your knowledge and professionalism. \*Please note, this CIPD qualification may be subject to additional fees.

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### Course overview



**Start Date**  
Flexible



**Level**  
3



**Duration**  
12 Months + 3 Months EPA



**Delivery**  
Blended



**Assessment**  
On-Programme and End-Point Assessment



**Qualification**  
HR Support apprenticeship at Level 3 and a CIPD Level 3 Foundation Certificate in People Practice.



**Entry Requirements**  
Learners must have completed level 2 maths and English by the end of the apprenticeship and other requirements may be set by certain employers.

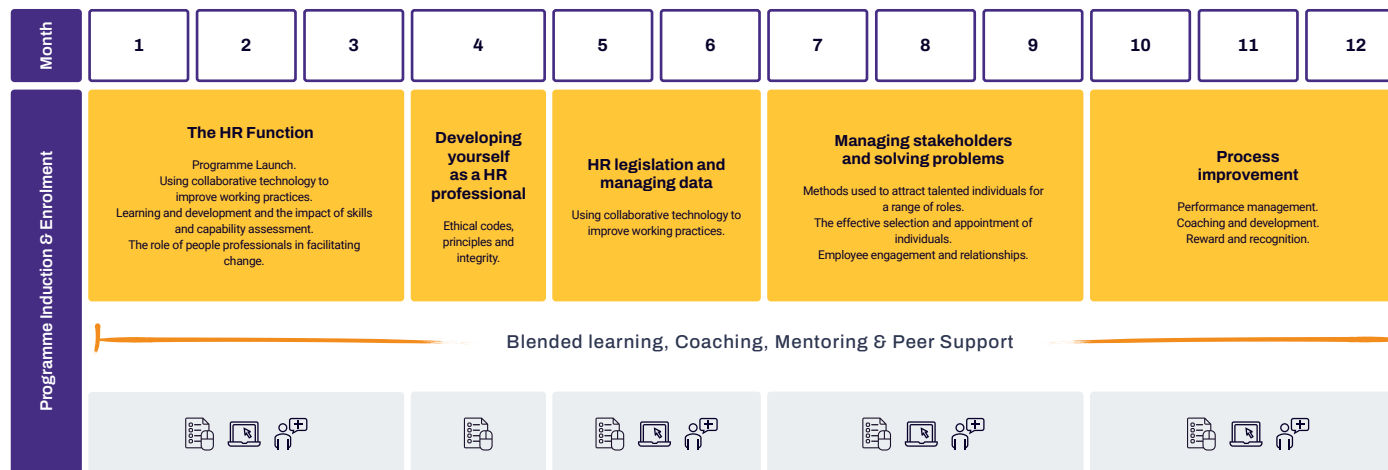
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## Blended Delivery Model



### Maths & English Level 2

\* Maths and English functional skills may be included in your apprenticeship programme depending on the programme requirements and your prior attainment level.

unlocking potential  
delivering personalisation  
enhancing performance

### Gateway



### End Point Assessment

3 Months

- Consultative Project
- Professional Discussion

 **Apprenticeship Achieved**



Online Learning



Live webinars



Progress Review