

Apprenticeships for the NHS

Level 3 HR Support

Structured plan of teaching, learning and assessment

Guided development through regular communication

Tailored one to one support from a dedicated learning tutor

The role

HR Professionals in this role are typically part of the HR function within the NHS, delivering support to managers and employees. 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.

Duration

The apprenticeship will take between 18-24 months to complete.

Qualifications

- HR Support Level 3
- Level 2 Certificate in Functional Skills English
- Level 2 Certificate in Functional Skills Maths

Entry requirements

There are no entry requirements for this role.

Professional registration

Completion of this apprenticeship will lead to eligibility to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD).

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Knowledge

- Business Understanding
- HR legislation and policy
- HR Function
- HR Systems and processes

Skills

- Service Delivery
- Problem Solving
- Communication & Interpersonal
- Teamwork
- Process improvement
- Managing HR Information
- Personal Development

Behaviours

- Honesty
- Integrity
- Flexibility
- Resilience

Independent End Point Assessment

To successfully complete the apprenticeship, the learner needs to pass an End Point Assessment including:

- A business-related project
- A professional discussion

The assessor from the end point assessment body will then decide whether to award successful apprentices with a pass or distinction.

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