

# Davidson Training UK Ltd

## Human Resources (HR) Support

### Apprenticeship Standard Level 3



HR Professionals in this role are typically either working in a medium to large organisation as part of the HR function delivering front line support to managers and employees, or are a 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.

In a larger organisation they may also have responsibility for managing a small team – this aspect is outside the scope of this apprenticeship and will need to be covered separately by the employer.



**The HR Support Apprenticeship is made up of several components which cover the programme.**

#### **KNOWLEDGE**

- ⇒ Business Understanding
- ⇒ HR Legislation and Policy
- ⇒ HR Function
- ⇒ HR Systems and Processes

#### **SKILLS**

- ⇒ Service Delivery
- ⇒ Problem Solving
- ⇒ Communication and Interpersonal
- ⇒ Teamwork
- ⇒ Process Improvement
- ⇒ Managing HR Information
- ⇒ Personal Development

#### **BEHAVIOURS**

- ⇒ Honesty and Integrity
- ⇒ Flexibility
- ⇒ Resilience

## **HR Support**

### **Apprenticeship Standard Level 3**

**Level 2 Functional Skills in Maths (if no prior exemption)**

**Level 2 Functional Skills in English (if no prior exemption)**

This is a level 3 apprenticeship standard that will take a minimum of 15 months to complete.

This apprenticeship is for individuals working within a human resources environment.

As HR support you will typically be taking ownership for providing advice 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.

This is an Apprenticeship Standard in HR which is designed to develop the knowledge, skills and behaviours needed to become a competent member of your companies HR Function.

Individuals newly appointed to an HR role who will be involved in delivering Frontline Support to HR managers and employees; or for existing HR staff who would like to gain a recognised qualification and further improve their knowledge and understanding of HR.

The apprentice is expected to work independently and take responsibility for the outcomes of their work, with support of the employer and the training provider. Apprentices will be assessed on their knowledge, skills and behaviours throughout the apprenticeship and supported by visits from a trainer at least every 4 weeks. Training will also take place online and via Teams, Zoom or similar platforms.

Throughout the period of learning and development, the apprentice will meet with the employer and trainer to record their progress against the standard. At these reviews, the employer and trainer assessor will: set learning goals, track the apprentice's progress and make any required and agreed changes to their development plan and coordinate 20% of the apprentice's time being spent in off-the-job training.

## END POINT ASSESSMENT

End-point assessment (EPA) is an assessment of the knowledge, skills and behaviours that the apprentice has learned throughout an apprenticeship, which confirms that they are occupationally competent.

The end-point assessment for HR Support is made up of 2 components.

1. Consultative Project.
2. Professional discussion.



### CONSULTATIVE PROJECT

The Project will require the apprentice to describe how they have applied their knowledge and HR related skills to deliver the services required by the role as described in the Standard. It should describe a situation where the apprentice has successfully worked with a customer (probably an internal one) to deliver a specific piece/s of HR advice or provide an HR solution/s for them. The content of the project should include project objectives, scope of the work, description of the situation/problem/business need, methodology used, information gathered / findings, conclusions and recommendations, implementation plan.

Examples of typical projects might include: providing advice/guidance to a manager / team on a range of HR matters from recruitment through to retirement; taking a defined role in a larger project run by more senior members of the HR team; carrying out analysis of HR information and producing recommendations for action.

### PROFESSIONAL DISCUSSION

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, together with any Knowledge and Skills components that have not been covered in the Consultative Project.

The Professional Discussion may be carried out face to face, typically at the employer's premises, or remotely using e.g. video conference or Skype.



## **Non-Levy Paying Employers (With less than 50 employees)**

This apprenticeship is fully funded by the government if you have **LESS** than 50 employees and the apprentice is aged 16-18 or the apprentice is 19-24 and has previously been in care or has a Local Authority Education and Health Care Plan.

Otherwise there is a charge of £225.00 which can be paid over the first 5 months of the apprenticeship or in full at the start

## **Non-Levy Paying Employers (With 50 employees or more)—£225.00**

This apprenticeship costs £4,500 and is funded by both the employer and the government. The government will pay 95% (£4,275) of the cost. This can be paid monthly over the first 5 months of the apprenticeship or in full at the start.

## **Levy Paying Employers—£4,500.00**

This apprenticeship costs £4,500 which is funded from the employer's levy pot via the Apprenticeship Service over the course of the apprenticeship.

### **Why choose Davidson Training UK Ltd?**

Based in Essex, we cover the South East of England, East of England, Essex and London. Davidson Training has a proven track record of successfully delivering innovative training to thousands of apprentices and employers for 22 years. We are dedicated to supporting our apprentices and employers, improving organisation's development opportunities and apprentices career development.

**Are you interested? Do you have any questions?**

**Call us on: 01375 480088**

**[lorrainebunyard@davidsontraining.com](mailto:lorrainebunyard@davidsontraining.com)**