

HR Support

Sector	Relevant to all employment sectors
Who is it for?	New recruits and existing staff working in an HR role
Start date	Flexible to suit employers
Level	3
Duration	18 months plus three months for end-point assessment
End-point assessment	Consultative project and professional discussion
Qualification	CIPD Level 3 Foundation Certificate in People Practice
Delivery model	Weekly college session

This standard aims to give the Apprentice the knowledge, skills and behaviours to successfully complete HR support tasks and duties.

Day-to-day tasks may include managing employee records, assisting with the recruitment process, answering queries, coordinating onboarding and assisting with administrative tasks.

Typical job roles include:

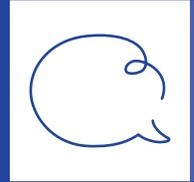
HR administrator

HR assistant

HR officer

HR advisor

What your Apprentice will learn



Apprentices develop knowledge, skills and behaviours to be able to work effectively in their job role.

These form the Apprenticeship standard which has been developed and agreed with employers.



100%

pass rate at end-point assessment
in 2023/24 for this standard

The knowledge, skills and behaviours that your Apprentice will learn include:

Knowledge

Business understanding

HR legislation and policy

HR functions

HR systems and processes

Skills

Service delivery

Problem solving

Communication

Teamwork

Process improvement

Managing HR information

Personal development

Behaviours

Honesty

Integrity

Flexibility

Resilience

Get in touch

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