

HR Support



The Arker Group Ltd[®]
People, Health & Safety Solutions

This apprenticeship is delivered in partnership with The Arker Group Ltd.

Sector	Relevant to all employment sectors
Who is it for?	New recruits and existing staff
Start date	Flexible to suit employers
Level	3
Duration	12–18 months plus three months for end-point assessment
Qualification	Level 3 Certificate in People Practice
Delivery model	Hybrid delivery is applied to the course, incorporating a combination of face-to-face sessions, remote learning, independent home study, and live online sessions

This qualification introduces people practice and is designed for professionals working within medium to large organisations as part of the people function.

They provide frontline support to managers and employees, handle day-to-day queries, and manage people processes from recruitment through to retirement, using people systems to maintain records and support organisational change.

In these roles, people professionals advise managers on a range of people matters, applying company policy and employment law. Their guidance must be accurate and compliant to minimise legal and tribunal risk.

Typical job roles include:

People administrator

People advisor

People support

What your Apprentice will learn



Apprentices develop their ongoing knowledge, skills and behaviours to be able to work effectively in their job role. These form the apprenticeship standards which have been developed and agreed with employers.



100%

pass rate at end-point assessment
in 23/24 and 24/25 for this standard

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

Knowledge

Business understanding

HR legislation and policy

HR function

HR systems and processes

Skills

Service delivery

Problem solving

Communication & interpersonal

Teamwork

Process improvement

Managing people information

Personal development

Behaviours




Honesty & integrity

Flexibility

Resilience

Get in touch

apprenticeshipsandtraining@sheffcol.ac.uk
0114 260 2600

 Apprenticeships+
 The Sheffield College
 Sheffcolappsplus

Scan me
to view this
standard in
more detail

