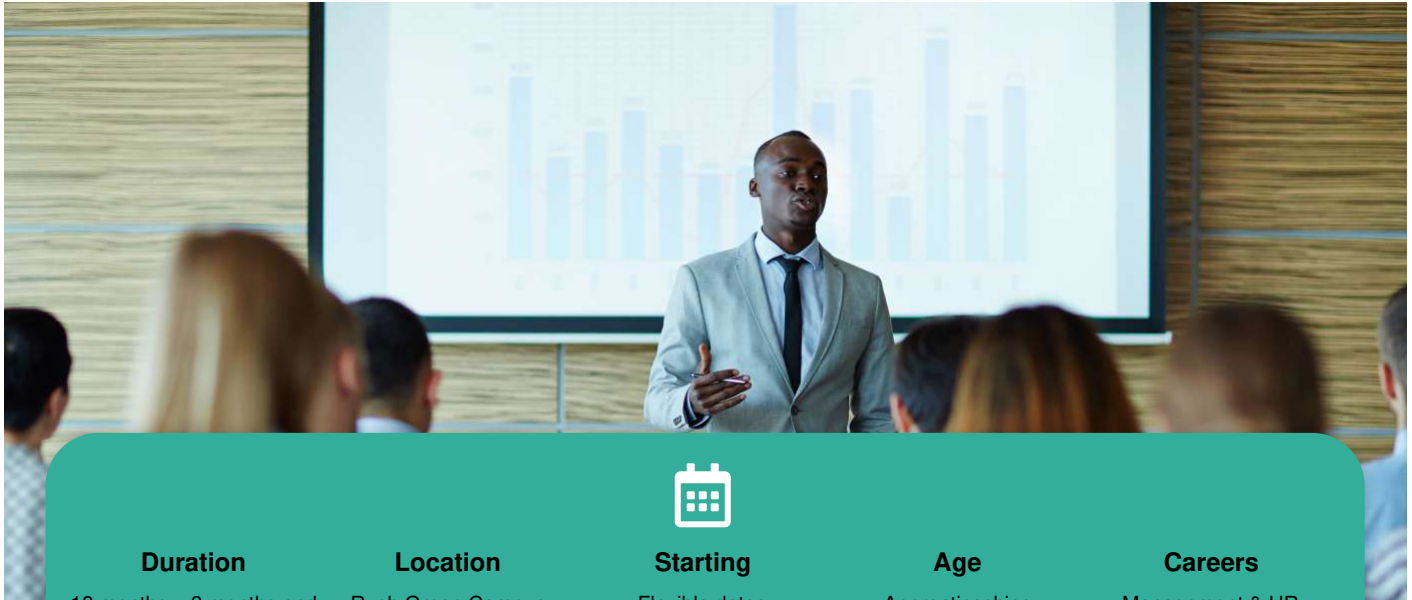


Level 3

# HR Support

## Apprenticeship

**Duration**

18 months + 3 months end point assessment

**Location**

Rush Green Campus

**Starting**

Flexible dates

**Age**

Apprenticeships

**Careers**

Management &amp; HR

### How do apprenticeships work?

If you prefer a more practical style of learning, an apprenticeship or higher apprenticeship could be the ideal option for you. They enable you to learn on the job and gain nationally recognised qualifications at the same time. [Find out more about apprenticeships.](#)

## Overview

HR Assistants typically either work in a medium or large organisation as part of the HR function, delivering front-line support to managers and employees. Alternatively they could work as an HR Manager in a small organisation.

The 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, and 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

HR Assistants will typically take ownership for providing advice to managers on a wide range of HR issues using company policy and current law. It's important that they give guidance that is compliant as errors could expose the organisation to employment tribunals or legal risk.

## Entry requirements

To join this Apprenticeship programme, you will need one Grade 4 (c) in English & Maths and the other to be working at a minimum initial assessment of Level 2.

## What this apprenticeship leads to

Your Apprenticeship will form the foundation of a career within the profession.

It'll provide the base for further development through a career path within an organisation and/or through the HR Consultant/Partner Apprenticeship.

If you move on to the higher programme you can choose to stay within core HR or diversify into one of HR's specialist areas.

## Professional registration links

On completion of the programme you may be eligible to apply for Associate membership.

Professional bodies such as the Chartered Institute of Personnel and Development (CIPD) have their own membership criteria, so it's worth checking which ones completion of this Apprenticeship will enable you to apply for.

Visit this course on our website: <https://barkingdagenhamcollege.ac.uk/find/courses/0000011026>

For further information please contact the college: <https://barkingdagenhamcollege.ac.uk/contact>