

Course Title

HR Support



Qualification Level : 3

Duration: 13 months

Value: £4,500

Repayment Cost

Non-Levy Employer

5% employer contribution = £225 + VAT

Levy Employer

On Programme: £3,600 (80%)

End Point Assessment: £900 (20%)

Total Cost = £4,500

OVERVIEW

HR professionals in this role are typically working as part of the HR function delivering front line support to managers and employees. This role is likely to include handling day to day queries and providing HR advice, using HR systems to keep records, and working with the business on HR changes. They will typically take ownership for providing advice to managers on a wide range of HR issues using company policy and current law.

MODULES

Technical Knowledge & Skills

- Business understanding
- HR legislation & policy
- The HR function
- HR systems & processes
- Service delivery
- Problem solving
- Communication & interpersonal skills
- Teamwork
- Process improvement
- Managing HR information
- Personal development

Underpinning Attitudes & Behaviours

- Honesty
- Integrity
- Flexibility
- Resilience

GATEWAY

The gateway meeting is a milestone in the learner journey as it marks the end of the on-programme learning. The learner, employer and Skills Coach will meet and agree that the learner meets the requirements of the standard and are ready for the end point assessment.

END POINT ASSESSMENT

The end point assessment will be completed by an independent end point assessor from an EPA Organisation.

Consultative Project

- The project (real example of work completed by the learner in their role) will be completed post Gateway, taking a maximum of 3 months to complete and requiring the learner to describe how they have applied their knowledge and HR related skills to deliver the services required as described in the Standard

- It should describe a situation where the learner has successfully worked with a customer (internal or external) to deliver a specific piece of HR advice or provided a HR solution for them (The project should be 3000 words +/- 10%)

Professional Discussion

- 13-16 questions (approx. 60-75 minutes in duration) and focused on the knowledge, skills and behaviours that haven't been covered in the project

