

# HR Support Level 3

**Earn** as  
you learn

**Real  
job**

**Great  
experience**

**#Future**  
**#Humanresources**  
**#Legislation**

**Average  
salary\***  
once qualified  
£23,000-  
£42,500



# HR Support Level 3

This Level 3 Apprenticeship is the entry route for a career in HR. The HR Support Apprenticeship is ideal for those wishing to pursue a career in Human Resources, or wishing to specialise in this field or gain management responsibilities. Anyone interested in this career should expect to learn and regularly apply a host of HR solutions towards various challenges and situations that may occur as well as provide relevant advice to departments within their organisation.

This Apprenticeship will give you good experience in the various HR disciplines and relevant legislation and policies, as well as various ways to link the work that you do towards the priorities of the business in order to develop or introduce best practices to the organisation. There are also excellent opportunities available for progression within this sector due to HR being an integral part of every business.

Within the offer from Runshaw College you may gain an additional professional qualification within this Apprenticeship which is: Chartered Institute of Personnel and Development (CIPD) qualification, CIPD places are limited.

This is a 18 month course, + 4 months End Point Assessment (EPA) which is delivered in the work place, you will be assessed through written work, verbal discussion, observation and an end point assessment at the end of your Apprenticeship. While you are completing your Apprenticeship you will need to complete 'off the job training' this is time spent in working hours gaining new knowledge additional to your usual job role, this time is to take place within your contracted hours and will be agreed with your employer.

## Entry Requirements:

4 x GCSE A\*-D / 9-3 including GCSE English at A\*-C / 9-4 and Maths at A\*-D / 9-3 or equivalent. Basic computer skills (not a qualification).

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic. Your programme duration may be extended to allow for functional skills.

## Career Development:

Once qualified you could be employed as Human Resources Officer, Recruitment Consultant, Training and Development Officer, Employee Relations Adviser, Life/Career Coach, Level 5 HR Consultant/Partner Apprenticeship.

## Main learning objectives



Delivering front line HR support



Guidance to managers and employees



Dealing with a range of responsibilities from recruitment to retirement



Changes in policy, law or legal risks.



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For more information about our courses, visit [runshaw.ac.uk](https://runshaw.ac.uk)  
call **01772 643000** or email [apprenticeships@runshaw.ac.uk](mailto:apprenticeships@runshaw.ac.uk)

*Disclaimer - Although course details are correct at the time of printing, they may be subject to change or amendment.*