



LEVEL 3

HR SUPPORT APPRENTICESHIP

with



What is this role / apprenticeship?

HR Professionals in this role are typically either working in a medium to large organisation as part of the HR function delivering front line support to managers and employees, or are a HR Manager in a small organisation. Their 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, 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. They will typically be taking ownership for providing advice to managers on a wide range of HR issues using company policy and current law, giving guidance that is compliant and where errors could expose the organisation to employment tribunals or legal risk.

How long does the apprenticeship take?

The apprenticeship will take between 18-24 months to complete.

What qualifications will the learner receive?

- Level 2 Certificate in Functional Skills English
- Level 2 Certificate in Functional Skills Mathematics
- Level 2 Certificate in Functional Skills ICT
- Institute for Apprenticeships HR Support Level 3, achievable at Pass or Distinction.

What are the entry requirements?

To undertake the Enhanced Disclosure and Barring Service (DBS) process and provide the result prior to starting.

Why choose Acorn Training?

We put our learners at the heart of everything we do. All of our apprentices receive tailored one to one support from both a dedicated learning tutor and a learning mentor to ensure they are well-supported throughout their apprenticeship journey with us. We are an award-winning training provider renowned for our diversity and inclusion values and have recently been awarded a 'Good' rating in our first full Ofsted Inspection.

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Telephone: 01782 827 827

Email: info@acorntraining.co.uk

Visit: www.acorntraining.co.uk

