



Apprenticeship Standard in HR Support - B178

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.

COURSE DETAILS

The HR Support standard knowledge and skills and behaviours include Business understanding and contributing to change HR Function HR Legislation and policy HR Systems and Processes Managing HR information Service delivery and problem solving Communication Personal development Teamwork Flexibility and resilience Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship

ASSESSMENT METHOD

Candidates will be required to successfully complete a graded external End Point Assessment A Consultative Project, which contains a range of evidence demonstrating that the apprentice has met the requirements of specific Knowledge and Skills A Professional Discussion that will explore the specific Skills and Behaviours.

WHEN DOES THIS COURSE RUN?

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 21st September, 2021 and may be subject to change.