



**WISEORIGIN**  
C O L L E G E

# HUMAN RESOURCES SUPPORT APPRENTICESHIP

LEVEL 3



**Work Based Learning, Done Right**

An Apprenticeship is a real job with training so they are a great way to continue your education whilst getting paid and pick up industry recognised qualifications as you go. As an apprentice, you will work alongside experienced staff, gain job-specific skills, earn a wage, and be given time to study towards recognised qualifications.

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. In a larger organisation they may also have responsibility for managing a small team – this aspect is outside the scope of this apprenticeship and will need to be covered separately by the employer.

## What are the entry requirements?

There are no specific academic entry requirements however, all applicants need to attend an interview with a recruitment officer and undertake an initial English and Maths assessment.

The initial entry points for English and Maths are as follows:

For level 2 apprenticeships the minimum entry level for English and Maths is 'Entry level 3' (E3).

For all level 3 and 4 apprenticeships the minimum entry level for English and Maths is level 1, ideally level 2.

For all level 5 apprenticeships the minimum entry level for English and Maths is level 2 however, in some individual circumstances level 1 may be considered.

## Who is this Apprenticeship for?

HR Professionals in this role are typically either working in a medium to large organisations as part of the HR function delivering front line support to managers and employees, or are a HR Manager in a small organisation.

## Knowledge, Skills & Behaviours:

**Knowledge:** Business understanding, HR legislation and policy, HR function, HR systems and process.

**Skills:** Service delivery, problem solving, communication and interpersonal, teamwork, process improvement, managing HR information, personal development.

**Behaviours:** Honesty & integrity, flexibility, resilience.

## Progression and career path:

Progression into a further apprenticeship or management/supervisor roles.

**Duration - 18 Months**

**“Wise Origin College is the place to be if you want your ideal Apprenticeship”**

**National Delivery:** Delivery will be via a combination of classroom based training and training within the workplace.



**For further information and to apply:**



[www.wiseorigincollege.com](http://www.wiseorigincollege.com)



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