



## Human Resources Support

### Course Overview

- ◆ This apprenticeship programme includes learning about how Human Resource professionals handle day to day queries and work on a range of HR processes within a business, whilst using HR systems to keep records up-to-date and provide relevant HR information to the business including any legal changes.
- ◆ The apprentice will take ownership of giving advice to managers on a wide range of HR issues by using company policy and current legislation to give guidance that is compliant, and highlight any errors that could expose the organisation to employment tribunals or legal risk.
- ◆ Some of the core competencies the apprentice will learn include: knowledge of business understanding, HR legislation and policy, HR functions, HR systems and processes.
- ◆ Various skills developed throughout the apprenticeship will cover service delivery, problem-solving, communication, teamwork, process improvement and managing HR information.
- ◆ A successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (subject to the professional bodies own membership requirements).

## Who is it aimed at?

It's open to all ages - not just school or college leavers, employed adults are eligible too. The course is for anyone interested in the following job roles:

- ◆ HR Manager
- ◆ HR Support
- ◆ HR Administrator
- ◆ HR Operations

These roles can vary within the HR department of small, medium and large businesses.

## Duration

- ◆ This apprenticeship takes approximately 18 to 24 months for the apprentice to fully complete.

## How is this apprenticeship delivered?

- ◆ As part of this apprenticeship programme, the apprentice will learn and work on the employer premises, as well as attend classroom sessions once a week at BCoT.

## Entry requirements

- ◆ Employers set their own entry specification but the apprentice will complete Maths and English functional skills if they did not achieve GCSE grade 4 or above.

## Off-the-job funding rule

- ◆ The funding rules state that 20% of the apprentice's time must be spent completing off-the-job training, this may include different activities and is measured over the course of the apprenticeship.
- ◆ Apprentices will be required to undertake the equivalent of a day's training to meet this funding rule. This could be either attending BCoT, shadowing another department/role, online learning, or manufacturer training and will be fully documented in their portfolio.

## Progression opportunities

- ◆ Upon completion of the apprenticeship, with the transferable skills gained, the apprentice can progress further within the profession into a wide range of HR roles across many sectors.
- ◆ The apprentice may also progress their training further and undertake the HR Consultant apprenticeship, or work towards other relevant qualifications related to their role in the workplace.

## Did you know?

- ◆ An apprentice can be a new or existing employee.
- ◆ Apprenticeships are open to anyone living in England over the age of 16 and not in full-time education.
- ◆ Apprenticeship programmes can go up to degree level.
- ◆ BCoT is one of the largest providers of apprenticeships in the region. We work with large and small employers across all industry sectors.
- ◆ BCoT is in the top 30% of colleges nationally for timely achievement of apprenticeships for all ages and levels - National Achievement Rate Tables 2017/18.

## Get in touch

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