



HR Support Apprenticeship



Level 3



21 months

Managing day-to-day queries and delivering HR advice across the employee lifecycle, from recruitment to retirement.



Apprenticeship overview

HR Professionals in this role provide frontline support to managers and employees, typically within medium to large organisations or as HR Managers in smaller businesses. Their responsibilities include handling daily HR queries, advising on issues from recruitment to retirement, maintaining HR records, and supporting HR-related changes. They offer guidance based on company policy and employment law, helping to mitigate legal risks. They also use HR systems to manage information and ensure compliance. In larger organisations, they may oversee small teams, though this falls outside the scope of the apprenticeship and is managed separately by the employer.



Typical job roles

HR Support

Why choose an apprenticeship for your business?

The benefits, in brief:

- Retrain and upskill your current team
- Fill skill gaps and expand your workforce
- Diversify your team and bring in fresh ideas

Why choose us?

- We are one of the biggest apprenticeship providers in the region
- We are funding experts and can help you get the maximum benefit of government funding available to you
- We will support you as an employer and your apprentice throughout the apprenticeship journey

Interested?

**We welcome your enquiries.
Contact us below:**



Email: apprenticeships@leedscitycollege.ac.uk

Visit: leedscitycollege.ac.uk/employ-an-apprentice

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COLLEGE**

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