

HR Support

Ideal for people with excellent organisational and communication skills, and a genuine interest in people, an apprenticeship in HR Support gives a valuable grounding in the fundamentals of Human Resources.

Apprenticeship overview

Core skills, knowledge and behaviours you will learn

- HR legislation and policy - basic understanding of HR in your sector and any unique features
- HR function - the role and focus of HR within the organisation
- HR systems and processes - the systems, tools and processes used in the role, together with the standards to be met
- Service delivery - delivering excellent customer service on a range of HR queries and requirements, providing solutions, advice and support primarily to managers
- HR record management - preparing reports and management information from HR data
- Process improvement - how to identify opportunities to improve HR performance and service and how to support implementation of any HR changes

Where you might work

- Medium to large organisations as part of an HR team

Typical job roles

- HR Support
- HR Administrator

Level: 3

Duration: 21 months



Good to know

Ideal for people who like people!

You will be working as part of a team

Excellent organisational and communication skills are key

It helps if you can maintain a positive attitude under pressure

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