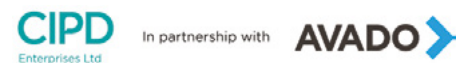




HR SUPPORT

LEVEL 3
16 MONTHS
FUNDING BAND
£5000 5



The HR Support Level 3 apprenticeship develops the skills and knowledge needed to succeed in a HR career. Apprentices gain an internationally recognised CIPD qualification as part of the HR apprenticeship alongside the latest thinking from industry experts. Successful completion of the apprenticeship enables apprentices to apply for Associate Membership (Assoc CIPD) of the CIPD. The programme will develop skills in people management, customer service, recruitment and talent practices, as well as knowledge of HR in business and how this affects overall performance and outcomes.

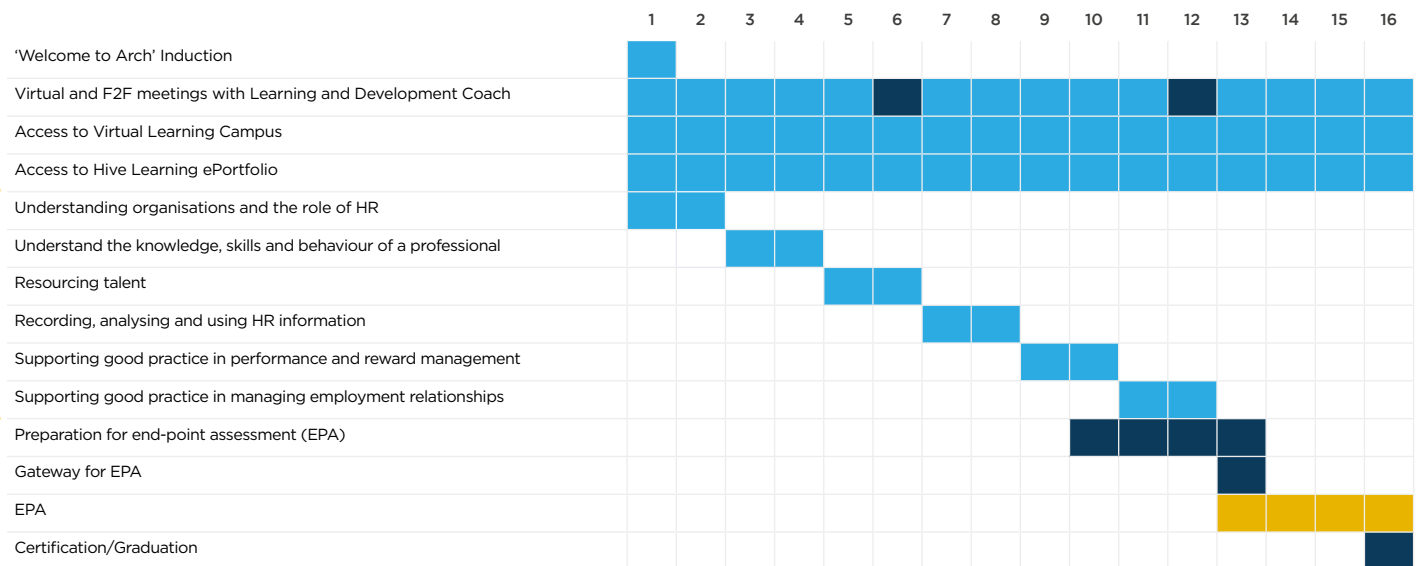


EMPLOYERS THAT WE WORK WITH:



YOUR LEARNING JOURNEY

CIPD LEVEL 3 FOUNDATION CERTIFICATE IN HUMAN RESOURCES PRACTICE



Face to face teaching
 Online course / Live classes
 Exam / Formal assessment

ABOUT ARCH APPRENTICES

- Arch was first developed by the Blenheim Chalcot group to supply digital talent to their fast-growing startups. The programme soon grew and began providing apprentices to external clients - one of the first being Google.
- We have led on the creation and delivery of a number of apprenticeship programmes including the first digital marketing apprenticeship.
- In 2016, Ofsted rated us 'Outstanding' in every area making us one of the top 5.6% of all independent learning providers.
- We're one of the fastest growing providers in the UK and recently won the exclusive rights to deliver finance and HR apprenticeships across Civil Service Learning, and also chosen as approved providers across the public sector for a selection of apprenticeships.

WHAT'S INCLUDED IN THE APPRENTICESHIP?

20% of the apprenticeship must be done away from the apprentices' work to count towards their off-the-job training - this can be a mix of face to face and virtual classrooms, projects, distance learning and meetings with their dedicated Learning and Development Coach.

Qualifications included:

- CIPD Level 3 Foundation Certificate in Human Resources Practice
- HR Support Level 3 Apprenticeship

PRE ENTRY REQUIREMENTS

- Candidates will ideally have experience of working in HR, talent resourcing and people development.
- Must already have English and Maths GCSEs at Grade C (4) or above and preferably a total of five GCSEs.

THE PERSON YOU'LL HAVE AT THE END OF THE APPRENTICESHIP WILL:

- ✓ Deliver excellent customer service on a range of HR queries and requirements, providing solutions, advice and support primarily to managers.
- ✓ Takes the initiative to meet agreed individual and team KPIs in line with company policy, values, and standards.
- ✓ Takes ownership through to resolution, escalating complex situations as appropriate.
- ✓ Deal effectively with customers/colleagues, using sound interpersonal skills.
- ✓ Handles conflict and sensitive HR situations professionally and confidentially.
- ✓ Identifies opportunities to improve HR performance and service and acts on them within the authority of their role.
- ✓ Prepares reports and management information from HR data, with interpretation as required.

