

BUSINESS & PROFESSIONAL SERVICES HR SUPPORT

Level 3 Apprenticeship



Choose this course if... you enjoy problem-solving, are a strong communicator, enjoy interacting with people, and care about their well-being.

What will an Apprentice learn?

A Human Resources Support Apprentice will handle day-to-day queries and provide HR advice. You will work in a medium to large organisation as part of the HR function, delivering front line support to managers and employees.

Topics include:

- Understanding the structure of the organisation, the product/ services it delivers, the external market and where your role fits into the business
- Understanding the role and focus of HR within your organisation
- Coordinating recruitment applications, including evaluation of applications and associated administration
- Excellent customer service skills on a range of HR enquires
- Using sound questioning and active listening skills to understand requirements and establish root causes before developing HR solutions
- Supporting colleagues and build strong working relationships within a team
- Maintaining required HR records as part of services delivered



Programme length:
Minimum of 18 months



Qualifications needed:
Maths and English GCSE, grade C/4 (or equivalent).

If you do not have these qualifications our team will support you to gain functional skills alongside your Apprenticeship.



Pay: Your pay will depend on your employer. There are minimum wage guidelines in place for Apprentices based on your age and how long you have been in the role. Check the rate of pay being offered on the job advertisement as this can vary.

If you are already in a job and your employer is offering training through an Apprenticeship your wage and contract will remain the same.



Achieve:

- IFA HR Support Apprenticeship
- End Point Assessment
- If required: Functional Skills (English, Maths)
- CIPD Associate Membership



"I decided to do the HR Apprenticeship to give me a new challenge in the world of HR" - Jodie - South West Water

Your path to progression:



EXETER COLLEGE APPRENTICESHIPS



Why choose Exeter College?

-  Best in South for employer satisfaction
*Department of Education Survey 2019
-  Ofsted Outstanding Provider
-  Success rates 16% above UK average
-  The College has invested in new state-of-the-art teaching space for business and professional learning in the heart of Exeter city centre, including digital learning facilities and dedicated study space
-  950+ employer network
-  Friendly team, dedicated to giving Apprentices and employers support and guidance
-  90+ Apprentice programmes, at varying levels
-  The teaching team has a plethora of experience from the world of business, with experts in a number of fields, including FTSE 100 companies and international brands



80% of time at work,
20% at college



37.5 hours per week,
including your college day,
contract of 30+ hours



Minimum wage £4.30 per
hour - many employers
will pay more than this



Support if you have not
achieved English or
Maths

Testimonials



"The biggest advantage of an Apprenticeship is I can learn my trade and get paid for it. It also gives me the opportunity to be more hands-on, which definitely suits my way of learning." - *Reiss, Ashbourne Construction Solutions*



"The best thing about an Apprenticeship is taking the theory you are learning in the classroom and being able to apply it immediately to a real-world problem." - *Chris, RD&E Foundation Trust*



"After I completed University I decided I wanted to go into teaching. The Apprenticeship is perfect, as I am now on the career ladder, gaining the experience I need to progress and a good grounding in teaching. The advantage of doing an Apprenticeship over class-based work is that I am actually working with children and learning through direct experiences." - *Luke, Broadclyst Community Primary School*



"Exeter College is definitely the go-to place to study an Apprenticeship. The support you get from the Apprenticeship Team is outstanding." - *Laura, Headstart*

APPLY NOW

Apply on our website to register your interest: <https://apply.exe-coll.ac.uk/>

We are here to help - speak to a member of our team
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