




HR Support

Apprenticeship - Level 3

A practical, funded pathway into the world of HR.

The HR Support apprenticeship is designed for those starting out in an HR role or moving into people operations for the first time. Over 15 months, apprentices build the knowledge and confidence to handle real HR responsibilities, from recruitment and onboarding through to employee relations and policy compliance.



 0333 444 0036

 pro-app.co.uk

Why Pro Apprenticeships?

We do things differently!



About Us

Pro Apprenticeships are a multi award-winning and Ofsted Outstanding Apprenticeship Training Provider.

Established in 2016, we set up with the aim of creating life-changing opportunities for people and helping businesses grow through the development and retention of motivated, driven staff.

Why us?

We are good at what we do, really good at what we do! We have industry-leading tutors and a network of employers that allows us to stay on top of the ever-changing technology and business landscape.

Be it latest marketing, software and business trends, we always deliver outstanding training.

You can trust us



We Are Learner Focused

Our support and training is always tailored to your specific needs.



100% First Time Pass Rate

Our industry leading tutors will help you pass with flying colours.



87% Distinction Rate

We'll help you to achieve the very best that you can!



We Are Best In Class

We are one of a select few providers to be rated **Outstanding** by Ofsted.

HR Support

Level 3 Apprenticeship

HR Support Overview

Apprentices gain hands-on experience advising managers, maintaining HR records, navigating employment legislation, and supporting the business through everyday people challenges. No prior HR experience is required.

On completion, apprentices are eligible to apply for Associate membership of the CIPD, opening the door to a recognised career in HR.

Key skills they will develop:

- HR legislation, policy, and employment law
- Recruitment, onboarding, and employee lifecycle
- Confidential handling of sensitive HR situations
- HR records, data, and management reporting
- Communication and stakeholder relationships
- Process improvement and HR project support

How will this be delivered?

This apprenticeship is delivered through a combination of work-based learning, online training sessions or face to face sessions. The apprentice will build a portfolio of work that they have created to evidence their skills. When ready to finish their apprenticeship, they will undertake an end point assessment – but don't worry they will have loads of support to prepare for this.

Want to learn more?

Speak to one of our apprenticeship experts today!

Apprenticeship details

Qualification

HR Support – Level 3

Length of Apprenticeship

15 Months and 3 Months EPA

Typical job roles

HR Assistant, HR Administrator, HR Coordinator, People Operations Assistant, HR Support Officer, Junior HR Business Partner

Apprenticeship Value

£4,500*

*Levy paying employers will use their existing pot to fund the apprenticeship. For SME employers Apprenticeships are 95% funded by the government requiring a 5% contribution from the employer. Unless the apprentice is aged 21 or under in which case, the apprenticeship will be 100% funded by the government.



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Let's work together

Whether you're an employer or an apprentice we'll take the time to get to know you!

We aren't about bums on seats, we care about meaningful outcomes. What does that mean? It means personalised training that gives learners the skills to build the career they desire, but is also tailored to meet the needs of the business, creating a perfect match for both apprentice and employer.



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