



HR Support apprenticeship.



for a
better
tomorrow

HR professionals in this role develop the skills to handle real workplace issues, provide compliant advice, and reduce legal risk. This apprenticeship covers key areas like analytics, employee relations, and project support through expert-led, hands-on learning.

Level 3	Subject area: HR & Learning & Development	Duration: Up to 15 months + 3 month assessment period	Delivery mode: Remote
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What knowledge and skills will an apprentice learn?

Apprentices will learn through online workshops and one-to-one sessions with a Get Set UK Learning Development Mentor and specialist trainers, covering:

- The business, its goals, and how their role supports the company values.
- Key HR laws relevant to their sector & how they shape internal policies.
- Policy frameworks and knowing when to seek expert help.
- HR business priorities and how these influence day-to-day responsibilities.
- HR Systems, tools, and processes used in the organisation, including standards and best practices.
- Features specific to the sector in which the organisation operates in.
- How to apply HR knowledge practically within their role, ensuring compliance, efficiency, and alignment with organisational goals.

What experience will the employer need to provide?

The apprentice will need to have the opportunity to regularly carry out the following tasks:

- Support real HR queries, use systems, and help meet service KPIs.
- Analyse HR issues, develop solutions, and manage cases.
- Communicate professionally across channels, including handling sensitive conversations.
- Participate in team projects, cross-functional tasks, and build strong working relationships.
- Maintain HR records, generate reports, and contribute to process improvements.
- Stay up to date on HR policies, seek feedback, and engage in CPD.

What is involved in the end-point assessment (EPA)?

- Consultative project
- Professional discussion



Start your apprenticeship journey today.

Call our dedicated apprenticeship team on **01268 270 648** or email us at apprenticeships@getsetuk.co.uk



Cost/funding band

Free for learners
Employers: £4,500 - up to
100% government-funded



Professional recognition

Membership of the
Chartered Institute of
Personnel and
Development (CIPD)



Job roles

- ✓ HR Assistant
- ✓ HR Support Officer
- ✓ HR Administrator
- ✓ HR Coordinator
- ✓ People Services Assistant



SCAN ME

For more info

