

# Apprenticeships

# HR Support

Apprenticeship Code: ST0239  
Sector: Business

## Length of Delivery

Typically 18-24 months (minimum 12 months +1 day).

## Entry Requirements

Individual employers will set their own selection criteria for applicants.

## About the Role

HR Professionals in this role are typically either working in a medium to large organisation as part of the HR function delivering front line support to managers and employees, or are a HR Manager in a small organisation.

## What Apprentices need to learn

Apprentices need to complete 20% off-the-job training during the on-programme phase of their apprenticeship. Specific rules govern this, and it must take place in the apprentice's contracted hours.

Apprentices will learn the following knowledge:

### Knowledge:

- Business understanding
- HR Legislation and Policy
- HR Function
- HR Systems and Processes

Please go to the Institute of Apprenticeships website for further detail on the standard and assessment [www.instituteforapprenticeships.org/apprenticeship-standards/hr-support/](http://www.instituteforapprenticeships.org/apprenticeship-standards/hr-support/)

## Skills

- Service delivery
- Problem solving
- Communication & interpersonal
- Teamwork
- Process improvement
- Managing HR information

## Behaviours

- Honesty & integrity
- Flexibility
- Resilience

## End Point Assessment (EPA): how apprentices achieve their qualification

When the apprentice reaches the end of the On-Programme Assessment stage, they pass through “Gateway” to the End Point Assessment (EPA). The end point assessment comprises a range of assessment methods, including a consultative project and professional discussion.

Before you can book end point assessment, Lakes College and the employer will sign off that the apprentice will be ready for EPA by a gateway assessment.

- Where an apprentice has not already achieved Level 2 English and Maths, they must do so before taking the end point assessment.

## Progression Opportunities

The successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements). It forms the foundation of a career within the profession, giving the base for further development through a career path within an organisation and/or through the **Level 5 HR Consultant/Partner apprenticeship**. The apprentice can choose to stay within core HR or diversify into one of the specialist areas of HR.

## Next Stage

- If you are an employer please contact our Business Accounts Management lead via [team-sales@lwc.ac.uk](mailto:team-sales@lwc.ac.uk), whom will arrange an appointment to support your recruitment needs.
- If you are an applicant please either:  
Go to our website [www.lwc.ac.uk](http://www.lwc.ac.uk) and apply  
or contact our admissions team **01946 839300**  
or email [admissions@lwc.ac.uk](mailto:admissions@lwc.ac.uk)

  
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