

Develop HR skills providing advice ranging from recruitment to retirement

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.

Handling day to day queries and providing HR advice and working on a range of HR processes, ranging from transactional to relatively complex, from recruitment through to retirement, using HR systems and record-keeping, providing relevant HR information to the business, and working with the business on HR changes.

This programme will support delegates to provide advice to managers on a wide range of HR issues using company policy and current law, giving guidance that is compliant and where errors could expose the organisation to employment tribunals or legal risk.

This programme has been designed to cover a full spectrum of development needs relevant to all businesses, regardless of the industry they operate in. The programme focuses on improving and developing a selection of key HR skill sets.



Apprenticeship Level 3

Duration: 18 months + 3 months EPA

Funding Band £4,500

Suitable for:

- ✓ HR administrators
- ✓ Team or departmental managers with HR management responsibilities

Delegates will leave this programme able to:

- Master fundamental HR principles within an organizational context.
- Navigate HR legislation and the overarching HR policy framework with ease.
- Develop a robust understanding of HR policies and procedures in alignment with business objectives.
- Appreciate the strategic role of HR within organizations and its alignment with business priorities.
- Confidently utilize core HR systems and tools essential for organizational operations.
- Apply principles of internal service delivery effectively within HR.
- Employ root cause analysis skills to craft tailored HR solutions.
- Demonstrate adept problem-solving abilities and foster continuous improvement within HR.
- Manage HR information, data, and reports proficiently.
- Maintain informative communication during service recovery processes.
- Embrace ownership and uphold accountability in fulfilling commitments from initial contact.