

HUMAN RESOURCES SUPPORT LEVEL 3



OVERVIEW

Includes:

Human Resources Support at Level 3

- 🕒 18 Months Training plus EPA
 - £4,500 Levy or £225 Co-Investment
 - £ 4 Teach Sessions
 - 📖 37 Activities
-

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).

End Point Assessment Organisation:



DELIVERY

Flexible learning & delivery

1-2-1 support and coaching

Reviews with your Learning & Development Coach and your management and/or stakeholders. Carried out every 10 weeks.

An online virtual learning environment

Online messaging and submission portal

Dedicated qualified Learning and Development Coaches



TEACH SESSIONS

Understanding the HR Function

Managing HR Information

HR Systems and Procedures

HR Legislation and Policy

ACTIVITIES INCLUDE

Understanding Teamwork

Dealing With Conflict

Measuring Performance and Standards

Improve Your Questioning and Listening

Implementing Change

Delivering Excellent Customer Service

Understand Interpersonal Skills

IDEAL CANDIDATES

Level 3 is a foundation level and provides a solid grounding in HR for those with little or no HR experience. It's roughly equivalent in difficulty to an A-level. It is ideal for those who are just starting their HR careers, or who are brand new to the industry – making it the perfect choice for anyone looking for an entry-level role.

END POINT ASSESSMENT

The End Point Assessment follows a **2 stage** assessment process:

- a 3000 word consultative project following the work undertaken by the candidate
- a 60-75 minute professional discussion

Grading: **Fail / Pass / Distinction**

INNOVATIONS

Your learner platform.



Offering everything from learning material, qualification tracking, evidence submissions and review records.

Understand more about BUD and its benefits to you as a learner or employer by clicking the icon.

Not all of us think in the same way.



Some of us are better at languages than others. One person's maths is another person's nightmare. How we think and our strengths are dictated by eight areas of brain activity.

CognAssist is an incredible system that maps your personal brain strengths through a quick, fun, online assessment. This will help you and your assessor identify your preferred learning style and plan for assessments that will work best for you.

Understand more about Cognassist and its benefits to you as a learner or employer by clicking the icon.

Supporting our learners is our priority!



Whether it be anxiety right through to suicidal thoughts, we understand the challenges life presents.

We have partnered with Bee Inspired to deliver confidential support to any of our learners or indeed staff who may have issues, and need support.

Riverside Training offers a range of support resources and Bee Inspired are on hand to offer weekly support sessions throughout the duration of our learner's courses.

Understand more about Bee Inspired and its benefits by clicking the icon.

OFF THE JOB (OTJ) TRAINING

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of a Qualification.

Off-the-job training is based on the learner's normal working hours.

This is calculated at 20% of their working hours, capped at a minimum requirement of **six hours** per week.

This can be allocated across the course duration in any format.

The idea is that the candidate is using their knowledge, skills and behaviours and applying it during working hours.

Over the duration of the qualification 20% of their time should be allocated to the training (it does not mean they need to take 6 hours in a block per week).

OTJ EXAMPLES

Off-the-job training will depend on the focus of the Qualification.

Training should develop the learner as an employee and must involve learning new skills.

Activities could include:

- Shadowing team members at work to learn new skills and behaviours
- Attendance at workshops, training days and webinars relevant to the apprenticeship
- Completion of online learning through Riverside Training's BUD system
- Industry visits, conferences and other external training (outside of the workplace) that develops the skills and professional ability of the learner
- Practical training to use programmes, technology or other relevant tools
- Learning support and time spent writing assignments

You will receive support from your Learning & Development Coach on how to log your off-the-job training.

This is just a summary but if you are keen to pursue a career in Human Resources you will need to secure the necessary qualifications to progress.

Doing this whilst you are in employment makes great sense for you and your employer.

We at Riverside Training are one of the UK's most dynamic and respected training providers.

Complete a Suitability Checker and speak to a member of our Team for support on your next steps....

For further information check out our website at
www.riverside-training.co.uk

or call us for an insightful chat on
01432 359 244

