



# HR Support

## LEVEL 3



LEVEL 3  
ADVANCED



TYPICAL DURATION  
20 MONTHS



TRAINING METHOD  
BLENDED



ASSESSMENT METHOD  
CONSULTATIVE PROJECT



FUNDING VALUE  
£4,500



EPA ORGANISATION  
CIPD

## COURSE OVERVIEW

**LEARN HOW TO HANDLE DAY TO DAY QUERIES AND PROVIDE HUMAN RESOURCES ADVICE RANGING FROM RECRUITMENT THROUGH TO RETIREMENT.**

### ROLE PROFILE

This will typically involve taking ownership for providing 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.

### TYPICAL JOB ROLES

Human Resources Assistant/Administrator, Resource Planning Analyst, HR Advisor, HR Director

### PROGRESSION ROUTES

Further development through a career path within an organisation and/or through the HR Consultant/Partner apprenticeship. Choose to stay within core HR or diversify into one of the specialist areas of HR. Upon completion can apply for Associate Membership of CIPD.



### QUALIFICATIONS INCLUDED

HR Support Level 3 Standard

### MORE PROGRAMME INFORMATION

## VALUE ADDED OPTIONS RECEIVE 10 CERTIFICATES

Typically including  
GDPR  
Career Development Essentials  
Personal Development for Success  
Developing Personal Confidence and Self Awareness  
Communicating with Others at Work  
+ 5 others from The Skills Network  
+6 ACAS certificates

## WHAT TO EXPECT FROM LMP EDUCATION

- Dedicated account management and recruitment
- Leading nationwide apprenticeship training provider
- Specialists in the education, training and business sectors
- Delivering vibrant, engaging learning for all learners
- Blended and remote teaching and learning
- Tailored learning plans for each individual
- Experienced tutors and delivery support team
- Designated safeguarding officers, policies and procedures

## Contact Us

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