

HR Support

LEVEL 3 APPRENTICESHIP PROGRAMME

Develop skills and knowledge on how to keep your organisation compliant, efficient and people focused through a Level 3 HR Support apprenticeship.

82%
OF OUR LEARNERS

say that LMP programmes
prepared them for success
in their future career.

INVEST IN YOUR TEAM

- High Quality Training
- Industry Relevant Content
- Commitment to Excellence
- Expert Support and Mentoring
- Excellent Safeguarding and Wellbeing
- Focus on Personal and Professional Development

#INSPIRINGAMBITION



PROGRAMME SUMMARY



Apprenticeship level
Level 3 Advanced



Typical duration
18 months



Training method
Blended Learning



Assessment method
**Consultative project and
professional discussion**



Cost/funding value
£0 / £4,500



EPA organisation
CIPD

About the Programme

Develop skills and knowledge on how to keep your organisation compliant, efficient and people focused through a Level 3 HR Support apprenticeship. Learn how to handle day to day queries and provide front-line HR support and guidance on policies, legislation and best practice.

Who is this programme for?

This Level 3 HR Support Apprenticeship is designed for those looking to develop a career within Human Resources.

It is suitable for those who are new to HR or existing HR staff members that want a foundation qualification.

Employer Benefits

Investing in the **Level 3 HR Support Apprenticeship** can deliver practical and commercial benefits for employers.

- **Build HR capability while reducing external costs:** The apprenticeship develops employees' knowledge of HR legislation, policy, HR systems, service delivery, problem solving and process improvement, helping organisations strengthen in-house HR expertise without relying as heavily on external HR consultants or legal support.
- **Develop a future HR talent pipeline:** For new recruits, the apprenticeship provides a structured route into the HR profession, helping organisations grow their own talent and reduce future recruitment costs. The programme also provides a foundation for progression to higher-level HR qualifications and apprenticeships.
- **Enhance HR service delivery:** The standard focuses on delivering excellent customer service, handling employee queries effectively, using HR systems efficiently and meeting agreed KPIs. This can lead to a better employee experience and a more responsive HR function.



LMP EDUCATION
TRAINING PROVIDER



HR Support

LEVEL 3 APPRENTICESHIP PROGRAMME

Typical Job Roles

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

Progression Routes

This level 3 programme gives learners the base for further development through a career path within an organisation and/or through the HR Consultant/Partner apprenticeship. The apprentice can choose to stay within core HR or diversify into one of the specialist areas of HR.

Career Pathways



HR Support
Level 3



Senior HR Advisor

Learner Benefits



Recognised Qualification: upon completion of this programme, you will receive a nationally recognised certification.



Ongoing support: access to a LMP Tutor providing 1-2-1 support throughout your Course.



Career pathway: a Team Leader Apprenticeship, provides a pathway to career progression with opportunities for advancements within an organisation or industry upon completion.

What will you learn

As a level 3 HR Support apprentice you will develop a range of in-demand and industry specific skills such as service delivery, problem solving and managing HR information.

In this comprehensive Level 3 programme you will gain knowledge that will be able to implement in your day-to-day role such as HR legislation and policy, HR function, HR systems and processes and in-depth business understanding specific to your organisation.



Off the job training

Off-the-job hours are a vital part of this apprenticeship. Training is directly relevant to the programme and can take many forms, including:

- Individual study time for reflection and growth
- Apprenticeship tutor sessions and webinars
- Group learning opportunities (like inset days)
- Shadowing experienced colleagues
- Mentoring from line managers
- 1:1 performance reviews and feedback
- Attending meetings and briefings
- Learning new policies
- Relevant YouTube/TV shows
- Professional development
- Online courses
- Enrichment activities
- Research and learning
- Collaborative planning/resource preparation

At LMP, the supportive tutors will work closely with you to create a personalised training plan that meets all requirements for this programme.



Striving for a Distinction - we provide distinction criteria for all apprentices and encourage everyone to strive for the best outcome.

End point assessment

End-point assessment (EPA) is **an independent assessment that takes place at the end of the apprenticeship training**. This is to test that the apprentice is competent in their occupation. All apprentices must complete an EPA. There are a variety of assessment methods to test apprentices' competency.

Gateway

Gateway takes place before an EPA can start. LMP Education will work with the employer to **review their apprentice's knowledge, skills and behaviours**. This period of time is used to see if the apprentice has met the requirements of the apprenticeship set out in the apprenticeship standard, and they are ready to take the assessment.

Functional Skills

LMP Education provides functional skills support to all our learners. While functional skills are no longer a requirement for learners who are 19+, LMP still offers functional skills training for those who choose to take the qualification.

[Learn more about functional skills at LMP →](#)





MODULES INCLUDE



**Continuous
Professional
Development**



**Business
Understanding**



**HR
Function**



**Service
Delivery**



**Communication,
Skills & Team Work**



**HR Legislation &
Policies**



**HR Systems,
Processes and
Reporting**



**Problem Solving
and Process
Improvement**



**Project & Report
Writing**



LMP EDUCATION
TRAINING PROVIDER

Why LMP Education

LMP Education is an award winning training provider. Our programmes are designed to support both learners and employers in training and upskilling talent across industries. We have a team of expert tutors to support learners at each step of the way on programme and beyond.



LMP EDUCATION
TRAINING PROVIDER

020 3836 4380



INFO@LMPEDUCATION.ORG



WWW.LMPEDUCATION.ORG



Our Learners Say

“Since embarking on my apprenticeship, I have gained skills and knowledge that are relevant and pertinent to my current workplace, and I am able to implement these and show the impact of my learning through my current work.”

- Louise Allan

Level 3 HR Apprentice, The White Horse Federation



Work with Us

We can support you and your organisation to use the power of apprenticeships. LMP Education is a registered market leading training provider for apprenticeships. Our team can support you with recruiting an new apprentice or upskilling existing staff members. Benefit from our free recruitment service and book a discovery call today to find out more about this programme.



Employers - book a discovery call with an apprenticeship expert
bit.ly/lmp-call



Candidates - enrol today online
check website for cohort start date
bit.ly/lmp-hr

