



HR SUPPORT LEVEL 3

APPRENTICESHIP STANDARD

END POINT ASSESSMENT ORGANISATION: 1ST FOR EPA



HR Support Level 3
- Standard Duration 13 months

Part-time duration: 17 months

Workshop modules

- Module 1: Business Understanding and HR Systems
- Module 2: Communication and Problem Solving
- Module 3: Process Improvement
- Module 4: HR Legislation, Policy, and Function
- Module 5: Service Delivery
- Module 6: Managing HR Information
- Module 7: Equality, Diversity and Inclusion

Group workshops 7
121 Sessions with a skillscoach



Expected Progress Plan

Mth 1	Mth 2	Mth 3	Mth 4	Mth 5	Mth 6	Mth 7	Mth 8
8%	16%	24%	32%	40%	48%	56%	64%

FCT Skills
achievement

Mth 9	Mth 10	Mth 11	Mth 12	Mth 13	Mth 14	Mth 15
72%	80%	85%	90%	100%	100%	EPA GATEWAY

EPA Gateway
Paperwork

Entry requirements: Level 1 or higher initial assessment results: See functional skills explainer.
End Point Assessment details: See EPA Guidance explainer for the assessment methods used for this standard.



Maths, English and Functional Skills within the Apprenticeship

All apprentices have the opportunity to develop English and maths skills as part of their apprenticeship and will need to develop skills sufficient for competence in their chosen apprenticeship standard.

A 16-18 year old must complete functional skills qualifications if they do not hold existing qualifications.

An individual aged 19 or over that does not hold existing qualifications, should decide with their employer if they would like to achieve functional skills but these would not be needed to achieve their programme.

End Point Assessment

Consultative Project

The Apprentice will complete a Consultative Project Synopsis Checklist and submit this at Gateway. Following approval by the End-Point Assessor, the Apprentice will have three months to complete and submit a 3,000 word (+/-10%) report on their Project. Up to three components can be transferred to be assessed within the Professional Discussion. This must be confirmed when the project synopsis is agreed post-Gateway.

The project will require the Apprentice to describe how they have applied their knowledge and HR-related skills to deliver the services required by the role as described in the Apprenticeship Standard. It should describe a situation where the Apprentice has successfully worked with a customer (likely internal) to deliver specific HR advice or provide a HR solution(s) for them.

Distinction, Pass or Fail

Professional Discussion

The Professional Discussion will be conducted after the End-Point Assessor has reviewed and marked the Consultative Project. It will focus on the Skills and Behaviours specified in the Apprenticeship Standard. The Apprentice may also choose to transfer up to three of the Consultative Project's criteria to the Professional Discussion.

The Professional Discussion is expected to last 60-75 minutes. The duration will be determined by the number of questions required to cover all the criteria and the length of the Apprentice's responses.

Distinction, Pass or Fail



**TESS
GROUP**

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