

WHAT IS AN APPRENTICESHIP?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice, you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to a nationally recognised Apprenticeship. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you may also have achieved qualifications which are recognised by your chosen profession.

VENUE AND DURATION OF COURSE:

East Surrey College, Gatton Point, Redhill, RH1 2JX. The programme will run for approximately 18 months and will run both in the workplace and 1 day per week. This may reduce depending on previous experience and skills.

ENTRY REQUIREMENTS:

There are no required qualifications for this Apprenticeship. The employers are keen to drive up professionalism and standards within HR so the Assessment Plan contains suggested qualifications/units that employers can use to ensure robust technical knowledge. Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.

WILL I GAIN ANY QUALIFICATIONS?

The Apprenticeship Standard you are studying is a qualification in its own right. Some employer groups have asked for formal qualifications to be achieved as part of the apprenticeship programme. These will be listed below along with any units or topics delivered and forms of assessment.

APPRENTICESHIP DESCRIPTION:

The content of an Apprenticeship has been developed by an employer group. The detail can be found on the website <https://www.instituteforapprenticeships.org/> Below is a brief summary:

You will typically be working either as a HR professional in a medium to large organisation delivering front line support to managers and employees, or as a HR manager in a small organisation. Your work is likely to include handling day to day queries and providing HR advice. You will be working on a range of HR processes ranging from transactional to relatively complex, from recruitment through to retirement; using HR systems to keep records; providing relevant HR information to the business and working with the business on HR changes.

UNITS/TOPICS COVERED:

Core units (10 credits in total):

- 3HRC – Understanding Organisations and The Role of Human Resources (4 Credits)
- 4DEP – Developing Yourself as an Effective Human Resources or Learning and Development Practitioner (4 Credits)
- 3RAI – Recording, Analysing and Using Human Resources Information (2 Credits)



Certificate units (18 credits)

- 3RTO – Resourcing Talent (6 Credits)
- 3MER – Supporting Good Practice in Managing Employment Relations (6 Credits)
- 3PRM – Supporting Good Practice in Performance and Reward Management (6 Credits)

END POINT ASSESSMENT:

All Apprenticeship standards have an End Point Assessment. This is carried out by an independent organisation who will assess whether you have achieved all the elements of your Apprenticeship. They will assess the Knowledge, Skills and Behaviours gained throughout your Apprenticeship. You will only be able to undertake the EPA once you have satisfied all the requirements of the element called 'The Gateway'. The detail can also be found on the Institute for Apprentices website.

END POINT ASSESSMENTS ELEMENTS:

- Knowledge Assessment
- Practical Skills Assessment
- Oral Skills Assessment underpinned by a portfolio of evidence

EQUIPMENT NEEDED:

- CIPD Membership
- Course text books – you will be required to purchase your own book. Your tutor will advise you which book need to be purchased during your first lesson.

WHERE CAN IT LEAD?

- HR Support/Administration Roles
- An industry recognised professional qualification (CIPD Foundation Level Certificate in Human Resources Practice (CHRP)) proves to employers your commitment to continuing professional development in your specialist field
- Associate membership of the CIPD (a professional badge of competence that signals to employers your ability to apply your knowledge in a business context).

COURSE FEE:

All fees where applicable are paid for by the employers and no fees will be charged to Apprentices. Your employer will contribute as follows:

Companies with a payroll of more than £3 million will have a levy account which can be used to pay for Apprenticeship training. Where the training costs exceed the amount of levy available the Government will contribute 95% of the outstanding amount and the employer will be invoiced the remaining 5%.

Other companies:

Apprentice Age (start of programme)	Less than 50 staff members on PAYE	50 or more staff on PAYE
16-18 years	Free – No fees due	5% Contribution of overall fee
19+	5% contribution of overall fee	5% Contribution of overall fee

Incentive payments: All companies who recruit an Apprentice aged 16-18 years will be eligible for a grant of £500 once the Apprentice has been in training for 13 weeks and a further £500 at 52 weeks.

WHAT TO DO NEXT:

If you are employed or have an employer lined up, please contact our Employer Services team on 01737 788316 or by emailing employerservices@esc.ac.uk.

To find an employer working with the College and to view all of our current Apprenticeship vacancies, please visit our website www.esc.ac.uk/apprenticeship-vacancies.



Candidates who are unable to secure employment should consider applying for a Full-time programme at the College or may consider a Traineeship programme.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

