

## HR Support Apprenticeship (Level 3)

Blue Sky and Colchester Institute are working in partnership to offer this apprenticeship. It enables existing or new employees to develop their core HR skills, providing support to the HR team and line managers within an organisation.

### Who is this apprenticeship for?

- A new member of staff in a HR role involved in delivering support to HR managers and the HR team or
- An existing member of HR staff who'd like to improve their understanding and knowledge of HR to progress their career in this sector.

### What qualifications are included?

CIPD Foundation Certificate in People Practice leading to Foundation membership of the CIPD (not a mandatory part of the apprenticeship so additional awarding body fees apply)

#### 4 Core Units

- Business, culture and change in context.
- Principles of analytics.
- Core behaviours for people professionals.
- Essentials of people practice.

### How do you learn?

Blended Learning is the main study mode including -

- Interactive group workshop sessions approximately once a month.
- CIPD approved blended learning materials, study at your own pace.
- Ongoing tutorial support via face-to-face meetings, telephone, and email.
- Workshop and tutorial venues in Norwich and Colchester or join online.
- Coaching support for improving skills and behaviours.

### How are you assessed?

- Regular reviews throughout the programme.
- Each CIPD unit is assessed via a mix of methods.
- End Point Assessment (EPA) is a work-based project and professional discussion.

## Additional information

- Candidates without level 2 Maths and English must achieve this prior to completion of their Apprenticeship.
- Apprentices or their employers must pay for the student's CIPD membership.
- The full apprenticeship can take between 14-16 months.
- Employers must commit to supporting the apprentice with 20% of their work time dedicated to off the job and new learning.

## Funding information

- Levy paying - £4500 from levy fund.
- Non-levy paying - £225 employer contribution.
- Additional employer contribution for levy and non-levy paying- £800.
- Additional funding available for 16 – 18-year-olds, and new apprenticeship positions.

## Who is delivering the apprenticeship?

Blue Sky Professional Development is working in partnership with Colchester Institute to deliver this HR apprenticeship.

Blue Sky is an approved CIPD centre with experience of delivering CIPD and ILM qualifications at level 3-7. Blue Sky will be responsible for the knowledge element of this apprenticeship via the CIPD qualification.

Colchester Institute is the largest provider of apprenticeships in Essex. The Institute will be responsible for reviewing apprentices' progress and supporting the embedding of skills and behaviours via coaches (remote) visiting the workplace, as well as End Point Assessment. Colchester Institute can also help with funding queries.

