



## Level 3 HR Support End-Point Assessment

Skills and Education Group Awards are branching out into the HR Sector which will interlink with other sectors we are actively engaged with, such as Preparation for work and life and Business Support. As an Awarding Organisation, Skills and Education Group Awards has strong industry links with the sector and engages with subject specialists to support assessment development.

With regards to assessment methods, we are experienced in offering End-Point Assessments across various sectors using the assessment methods found in this standard (Consultative Project and Professional Discussion).

### About the End-Point assessment

The focus of the apprenticeship is primarily on individuals who are new to the role or are progressing on their career journey through the organisation. The apprentice will be required to handle day to day queries and provide human resources advice, ranging from recruitment through to retirement.

HR Professionals in this role are typically either working in a medium to large organisation as part of the HR function delivering front line support to managers and employees, or are a HR Manager in a small organisation. Their work is likely to include handling day to day queries and providing HR advice; 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; working with the business on HR changes. They will typically be 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

### Get in touch to find out more

For further information on registering your apprentices on this end-point assessment, contact our team by emailing [epa@skillsedugroup.co.uk](mailto:epa@skillsedugroup.co.uk) or by calling 0115 854 1620.

expose the organisation to employment tribunals or legal risk. In a larger organisation they may also have responsibility for managing a small team – this aspect is outside the scope of this apprenticeship and will need to be covered separately by the employer.

**Fee** £800

**Maximum Funding** £4500

### Gateway Requirements

The decision as to when the apprentice is ready to move on to the End Point Assessment will be made by the Line Manager and the Training Provider based on their monitoring of apprentices' progress. The Employer will make the final decision as to whether the apprentice meets or is close to meeting the requirements of the standard and is therefore ready to move on to End Point Assessment.

Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.

Typical duration to Gateway: 18 - 24 months.

### The Assessment

The apprentice will be assessed against the HR Support requirements.

The methods of assessment are:

- Consultative Project
- Professional Discussion

*Skills and Education Group Awards is the End-point Assessment Organisation (EPAO) that is approved and registered with the Education and Skills Funding Agency (ESFA) for this apprenticeship. Delivery of this end-point assessment is monitored, on behalf of the Institute for Apprenticeships and Technical Education (IfATE), by the External Quality Assurance Organisation, Ofqual.*