

Learning Mentor Apprenticeship Role

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 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.

Typical Job Role

HR Support /Consultant
Line Manager

Entry Requirements

This apprenticeship is for new and existing employees in Business and Administration Settings. All apprentices must be in employed. The employer will set the selection criteria for the apprenticeship. JAG Training requires all applicants to sit an initial assessment of Mathematics and English, minimum score to be accepted on the courses is Level 1 due to the level and requirements of the Apprenticeship.

Career progression

Forms the foundation of a career within the profession, giving 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.

English and Mathematics

If a learner does not hold GCSE English and Mathematics Grade C (or 4, or equivalent) or Level 2 Mathematics and English both or either subject will need to be done as part of the apprenticeship

Delivery Method:

The programme will be offered via blended learning: a mixture of virtual learning classroom sessions, face-to-face teaching, e-learning platforms and block release. The method used will depend on the employer, business needs and that of the learner.

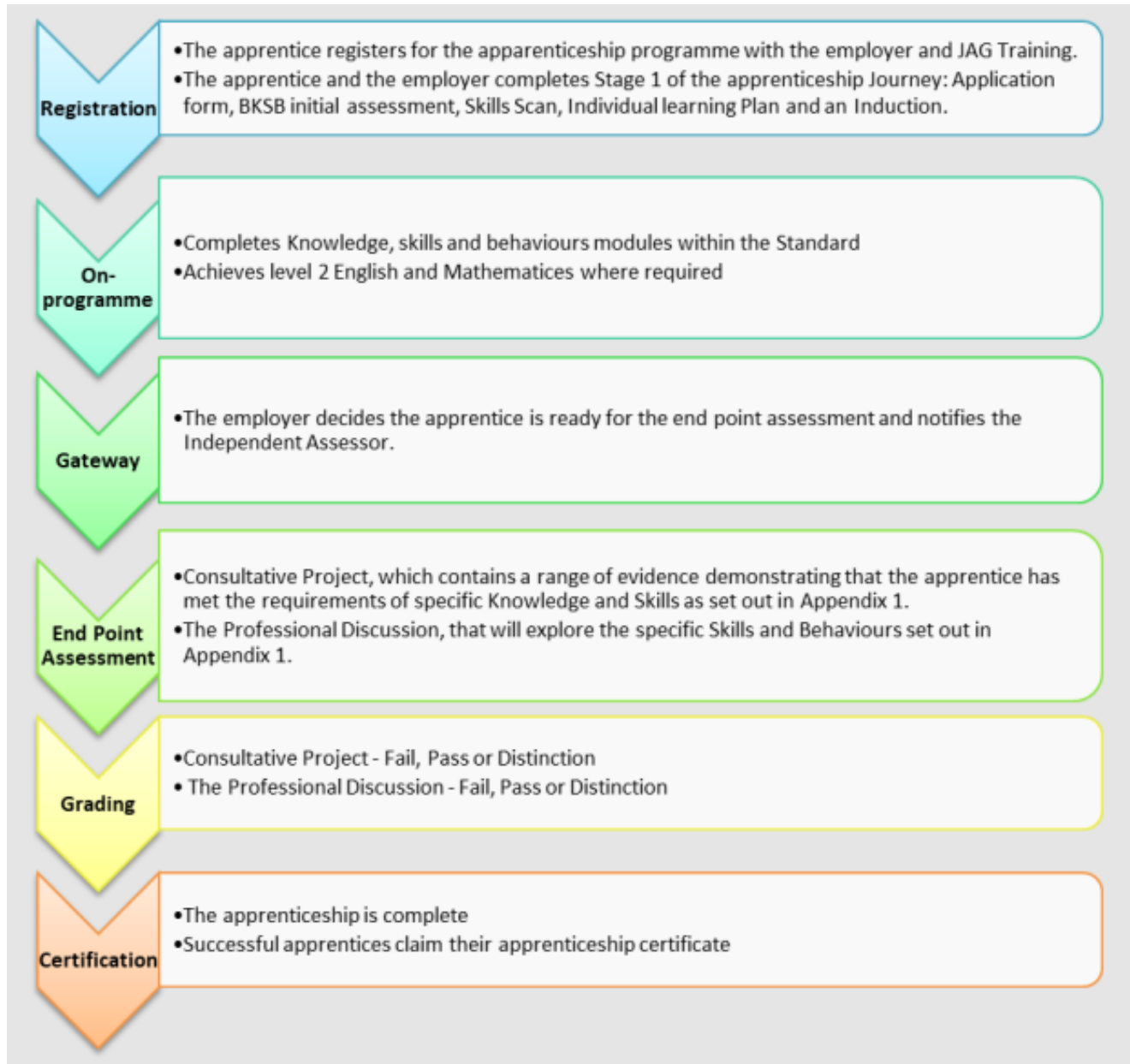
Start Date & Duration:

The apprenticeship can start at any point in the calendar year. It is anticipated that the duration of the apprenticeship typically be 18 + 3 months for the End-point Assessment to complete.

20% Off-The-Job-Hours

Off-the-job training is a statutory requirement for the apprenticeship. It is training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. Normal working hours means paid hours excluding overtime.

Assessment Flowchart



96% Achievement Rate

92% Apprentice Satisfaction Rate