



Level 3



18 - 24 Months



4 Months

Assessment Methods



Consultative Project



Professional Discussion

Gateway Requirements

- Achievement of Level 2 English and Mathematics
- Project scope
- Gateway Declaration Form
- Site Health & Safety and Risk Assessment Form

Occupational Profile

HR Professionals 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.

Grading

The standard is graded overall: Fail, Pass, Merit or Distinction

End Point Assessment

Consultative Project

A 3000-word project is completed after gateway and will take a maximum of three months to complete. The consultative project should be submitted before the professional discussion takes place.

Professional Discussion

The professional discussion is expected to last between 60 and 75 minutes and takes place after the consultative project has been reviewed and marked. The professional discussion will cover any knowledge, skills or behaviours missed from the consultative project and focus on the knowledge, skills and behaviours of the professional discussion assessment method.

[Click here to view the HR Support assessment plan](#)