

# HR Registered Apprenticeship Program Design

The SHRM Foundation's Human Resource Registered Apprenticeship Program (HR RAP) provides employers with a proven talent development solution for onboarding or upskilling HR Specialists. It also provides apprentices with a cost-effective and efficient point of entry into a well-developed career pathway in HR.

Like all registered apprenticeship programs, the HR RAP requires employers to provide apprentices with:

## **PAID EMPLOYMENT**

Employers have control over the selection of who becomes an apprentice. The SHRM Foundation may assist in finding possible apprentices by identifying local workforce agencies and other community-based organizations that may be sources of talent. The apprentice will be an employee (part- or full-time) and will be eligible for merit-based wage increases over the term of the program.

## **ON-THE-JOB LEARNING EXPERIENCES**

The employer agrees to provide the apprentice with on-the-job learning (OJL) coupled with the necessary coursework (related technical instruction) that leads to satisfactory understanding and performance of the position's technical competencies. **Apprentices will be expected to:**

- Understand and apply human resource policies, procedures, laws, standards or regulations
- Acquire knowledge of the hiring process and hiring-related paperwork
- Assist leadership in addressing employee relations issues
- Maintain and update HR documents
- Conduct background research and provide information, and/or confer with management on business strategies, practices, or policies and/or projects
- Coordinate with outside staffing agencies to secure temporary employees, based on departmental needs
- Maintain HR-related data in HR information systems or databases; prepare operational reports as needed and inform individuals or internal divisions/organizations of status and/or findings

The apprenticeship program is based on the SHRM Body of Competency and Knowledge and the O\*NET description of the occupation HR Specialist and has been approved by the Department of Labor.<sup>1,2</sup> The program allows for some flexibility in the content so as to best fit the needs of the employer and to take into account the apprentice's previous experience. Modifications to the program can be explored on an individual employer basis. The SHRM Foundation expects it will take the apprentice between 18 and 24 months to complete the program; this may vary depending on the apprentice's previous learning and work experiences and the employer's requirements.

In addition to the foundational competencies of the HR Specialist, employers may include other areas of specialization in the apprentice's training. These areas may include benefits, employee relations, HR information systems, recruiting, risk management, and training and development.

Apprentices will also be expected to demonstrate a variety of behavioral competencies, many of which are considered employability skills, that should be addressed in both the related technical instruction and through the OJL with the help of the supervisor and mentor.

---

[ 1 ] The SHRM BoCK is based on extensive global research that included employers, academics and practicing HR professionals at all levels. It defines the standards for knowledge, strategies and competencies required of HR professionals around the world.

[ 2 ] O\*NET/SOC Code -13-1071.00

# HR Registered Apprenticeship Program Design

## EDUCATION

Included in the apprenticeship is 144 hours of required technical instruction aligned with the outlined competencies. This instruction can be delivered virtually or in person. The coursework is divided into two segments: *Core* and *As-Assigned*.

### CORE COURSES

Cover topics for which all apprentices must demonstrate competency. An employer may determine that the apprentice already has sufficient knowledge in some of these areas, which would reduce the number of technical instruction hours required.

CORE COURSES	HOURS
Apprenticeship Employer Onboarding	16
Introduction to Human Resource Management	24
Staffing, Recruiting and Performance Management	24
Employment Law	16
Managing Compensation and Benefits	16
Strategic HR Management Key Areas	16
Professional Skills	16
<b>TOTAL HOURS</b>	<b>144</b>

### AS-ASSIGNED COURSES

Cover topics that an employer may require as preparation for a particular role. The topics may differ for each participating apprentice. In addition, the number of hours required to complete each course vary and are adjustable based on the employer's needs and areas of emphasis.

AS-ASSIGNED COURSES	HOURS
SHRM Certification Preparation	24
Benefits	16-40
Employee and Labor Relations	16-40
HRIS Administration	16-40
HR Recruiting	16-40
Risk Management	16-40
Training and Employee Development	16-40

### Where are these classes available?

SHRM offers all of the *Core* courses except the Apprenticeship Employer Onboarding instruction, which is the standard onboarding provided by each employer. Apprentices are able to take all self-study courses at no cost through the SHRM website.

Many of the *As-Assigned* courses are also available on the SHRM website. The SHRM Foundation will work with employers to determine the amount of coursework that will have to be taken at another institution. The optional SHRM Certification Preparation class is offered by SHRM.

In addition, an employer's internally developed training material can be reviewed to determine whether it can be included as part of the required instruction.

### Are these classes credit or non-credit?

Classes taken through SHRM are non-credit. For any classes taken from a college or university, the institution's policy on credit will apply. Conversations are underway to develop a process where an apprentice would be able to matriculate and earn credits for coursework taken as part of the HR RAP. It may also be possible to receive credit for knowledge the apprentice can demonstrate or by taking SHRM self-study courses, through a college's prior learning assessment (PLA).

### How much will the education portion of the apprenticeship cost?

For *Core* courses taken through SHRM, as well as *As-Assigned* courses; there is no cost to the employer. Completing *As-Assigned* courses with another provider would be the cost of the course. If the employer recommends taking the SHRM Certification Preparation class, the cost will be the current member pricing.

## MENTORING

Research shows that mentorship is a key component of an apprentice's success. The employer identifies an appropriate person(s) to mentor the apprentice during the apprenticeship as he or she performs each of the job responsibilities of an HR Specialist. The SHRM Foundation will recommend resources for the employer to utilize in developing mentoring relationships that bring value to both the employer and the apprentice.

## A NATIONALLY RECOGNIZED CREDENTIAL UPON COMPLETION

The capstone of any apprenticeship program is the earning of a credential with market recognition. In addition to culminating in the US Department of Labor's Certificate of Apprenticeship Completion, the apprenticeship program is designed to give the apprentice the education and experiences necessary to prepare for and take the SHRM-CP exam. SHRM-CP credential-holders demonstrate to the global business community that they have strong capabilities in both aspects of HR practice—competency and knowledge—that are required for effective job performance.