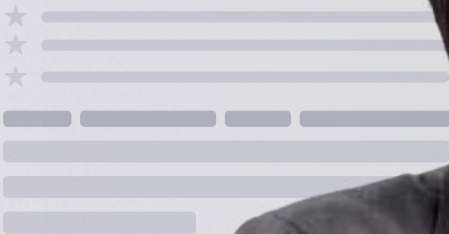


HR Administrator

Job Programme



Ernesto Dodson
CV and Portfolio



Ernesto Dodson

Project Manager at British Airways
London, United Kingdom Area · [Contact info](#)

45 connections

[Connect](#) [Add profile section](#) [More](#)



Engineering Project Manager

450 People Applied

[Rita Joyce](#) London, United Kingdom
£24,321 - £35,125

[Apply](#)



IT Project Manager

120 People Applied

[BAE Systems](#) London, United Kingdom
£38,400 - £47,000

[Apply](#)



Transformation Project Manager

400 People Applied

[KPMG](#) London, United Kingdom
£29,000 - £35,000

[Apply](#)

HR Administrator Job Programme

Support People – We've Got Yours



Qualification:

Gain industry-leading, internationally recognised, UK-accredited qualifications



Completion Time

10-14 weeks

****If you are studying 2 hours a day****



Total access period

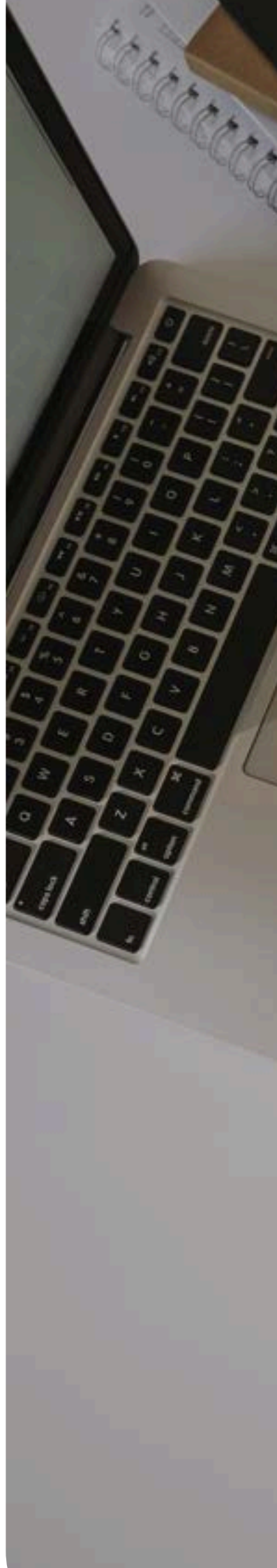
12 Months

HR is about structure, clarity and people, and your career should be built the same way. If you are ready to move into a profession that shapes how organisations work, we'll help you get there.

The ITOL Recruit HR Administrator Job programme is designed to get you qualified, credible, and hired. You will gain HR skills, earn a recognised CIPD qualification, and receive recruitment support

The outcome is simple: complete the programme, follow the process, and secure a job, or we'll refund you your investment

Let's get started.





What Do We Provide?

With expert training, dedicated recruitment support, and a job guarantee, this isn't just another training programme. It's a clear pathway to your next role.

- CIPD-Accredited Qualification
- Practical, Employment-Focused Training
- Foundation CIPD Membership
- Qualified Human Mentor & Tutor
- Workplace HR Scenarios & Assignments
- Personalised Recruitment & Career Coaching

Why Choose a Career in Human Resources

HR is the foundation of how companies hire, develop, and retain people. Every organisation needs it, and skilled HR professionals are always in demand.

- **Strong Demand** – HR professionals are essential across every sector, from healthcare and education to tech and finance
- **Clear Progression** – Start as an HR Administrator and move into roles like HR Officer, Advisor, or even Business Partner
- **Professional Credibility** – With CIPD-accredited qualifications, you're recognised by UK employers
- **Diverse Specialisations** – Develop your career in areas like Learning & Development, Talent Acquisition, or Employee Relations
- **Competitive Starting Salaries** – Entry-level HR roles typically start at £30K and increase with experience

How You'll Learn

- **Learn by doing** – Apply your training through tasks that reflect HR responsibilities, from managing employee data to supporting recruitment
- **Real-world application** – Each module is rooted in workplace scenarios so you understand how HR functions in day-to-day operations
- **Expert support** – Work with experienced HR tutors and mentors who break down complex topics and provide structured guidance

This training is designed to prepare you for how HR works and is backed by a job guarantee.

Your Pathway to Success

A career in HR is about structure and this programme provides just that. Every step is designed to build your skills, your credibility, and your chances of getting hired.

1

TALK TO A CAREER ADVISOR

Not sure if HR is the right fit? Our advisors will walk you through the programme and help you decide if it matches your goals.

2

COMPLETE THE TRAINING

You will work through the CIPD Level 3 Certificate in People Practice. The course is delivered online with tutor support and focuses on workplace HR tasks like recruitment, onboarding and employee records.

3

WORK WITH A RECRUITMENT ADVISOR

Get help refining your CV, optimising your LinkedIn profile, and preparing for interviews. When the right opportunity comes up, you'll be ready.

4

SECURE THE JOB

Most candidates land a role within 1– 3 months, and if you don't get hired within 12 months, we will refund your tuition.

Where Could This Take You?

A career in HR offers long-term growth, professional recognition and the opportunity to work at the centre of how businesses operate. Here's where you will go:

HR ADMINISTRATOR

£30K – £35K

Responsible for maintaining employee records, supporting onboarding, preparing HR documents, and handling day-to-day queries.

HR ASSISTANT

£30K – £40K

Working closely with managers and employees on recruitment, compliance, and internal processes. Often the first step into advisory-level work.

HR MANAGER

£45K – £55K+

Leading the HR function across departments, managing teams, handling complex employee matters, and shaping people strategies across the business.

RECRUITMENT

You've built the skills, completed the projects, and earned your qualifications. Now it's time to secure the role.

That's where we come in.

Your Job, Guaranteed or Your Money Back

We stand by our training. Follow the process, complete the programme, and secure a role, or you get your money back.

Our job guarantee includes:

- Personalised career coaching tailored to your job search.
- An optimised CV and LinkedIn profile to attract employers.
- Comprehensive interview preparation so you feel confident in every opportunity.

The Process

Preparation

We know what hiring managers ask because we've helped thousands of candidates through this process. Our recruitment advisors offer one-to-one exam prep sessions tailored to the role and company you're interviewing for, ensuring you're fully prepared for the questions and assessments.

CV & LinkedIn Overhaul

Your CV and LinkedIn profile are your tickets to getting noticed. Our team works with you to sharpen them so you can stand out in a competitive market.

Mock Interviews

Confidence comes with practice. Our mock interviews allow you to refine your responses and get feedback.

Job-Related Assessments

Some roles involve extra hurdles - tests, case studies, or technical challenges. We'll make sure you know what to expect and how to handle them.

Job Application Support

We guide you through the process, from knowing where to apply to ensuring your application hits the mark. With us in your corner, you will make real progress toward landing your role.

We back that confidence with a job guarantee or your money back.

HR ADMINISTRATOR CURRICULUM

Our programme is a proven blueprint to career success
that will transform you from a coding novice to proficient
full-stack developer.

Your Training Breakdown



You will complete the CIPD Level 3 Certificate in People Practice, the UK's benchmark qualification for starting a career in HR. It's ideal for anyone looking to move into Human Resources, Learning and Development, or Organisational Development. This qualification focuses on practical workplace application and is designed to prepare you for the day-to-day reality of working in a professional people function.

The four key areas you will cover:

Business, culture and change in context

This unit gives you the strategic context behind HR. You'll learn how external factors like digital transformation, legislation, and social change impact how organisations operate and how teams respond. The focus is on how employee behaviour shapes workplace culture and how that culture supports or blocks change. By the end of this unit, you will understand what makes organisations tick and how HR contributes to long-term success.

Principles of analytics

Data is essential in HR, whether you're tracking employee engagement, supporting workforce planning, or evaluating training outcomes. This unit shows you how to work with people's data practically. You'll learn to spot trends, interpret metrics, and make evidence-based decisions. These are critical skills for any modern HR role, especially as data becomes more central to how businesses manage people.

Core behaviours for people professionals

This unit focuses on how you conduct yourself as an HR professional. You will look into the ethical standards, values, and behaviours expected of people roles from acting with integrity and professionalism to promoting inclusivity and wellbeing. The content prepares you to make sound decisions, communicate effectively, and consistently handle complex or sensitive situations. These behaviours are essential for building trust and credibility in any HR team.

Essentials of people practice

This is your practical foundation. You'll cover key topics across the employee lifecycle, including recruitment, onboarding, performance, reward, and learning and development. The unit also introduces key legislation, HR policies, and people-focused processes. You will understand how HR teams operate and how to apply what you've learned.

YOUR SUPPORT TEAM

Success doesn't happen in isolation.

Throughout the programme, you'll have access to expert tutors,
interactive learning tools, and a support network designed to
keep you on track

Your **Support** Team

The Learning Phase:

One-to-One Tutor Support

Your tutor is just a message away. Whether you need to arrange a one-to-one call, get additional study materials, or ask questions about your course, they're there to help. And with real industry experience in project management, they can provide insights beyond the curriculum.

Personalised Feedback

Learning isn't one-size-fits-all. Your tutor works closely with you to understand your strengths and areas for improvement, tailoring their approach to maximise your growth. Exam prep is thorough, ensuring you're not just familiar with the material but fully prepared to pass.

Course-specific Webinars and Tutorials

We know what challenges students face because we've trained thousands of them. That's why we provide a library of tutorial videos and live webinars that dive into the finer details of project management – giving you extra clarity when you need it.

Resource Library & Peer Network

Beyond structured training, you'll have access to an extensive resource library with additional study materials to support your learning. You'll also join an exclusive Online Community of fellow students, giving you a space to connect, ask questions, and engage with people on the same journey.



Why wait?

START NOW



enquiries@itolrecruit.com



www.itolrecruit.com