

CIPD Foundation Certificate in People Practice Level 3



In a nutshell

This Foundation Certificate in Human Resource Practice qualification provides a clear introduction to Human Resources. As well as providing a recognised professional qualification, it will help you to acquire a wide range of relevant, practical skills that you can apply in the workplace.

This course is for...

...those studying, aspiring to, or embarking on, a career in people practice.

...those who are working in a people practice support role and wish to develop their knowledge and deliver immediate and short-term value for their organisation.

...those who wish to develop the specialist knowledge, skills and understanding required to be a people professional.

Course content

Apply online at www.coleggwent.ac.uk

studentrecruitment@coleggwent.ac.uk | 01495 333777 (Croesawn alwadau yn Gymraeg)

COURSE INFORMATION LEAFLET

The certificate programme is organised into modules, with a 1500-2000 word assignment for each module. By attending all modules, candidates will meet certain criteria in terms of both content and number of training hours set by the Chartered Institute of Personnel and Development (CIPD):

Module 1 – Business Culture and Change in Context

Module 2 – Principles of Analytics

Module 3 – Core Behaviours for People Professionals

Module 4 – Essentials of People Practice (Recruitment and Selection; Performance Management; Training)

Entry Requirements

This qualification is designed for learners aged 18+ who want to learn about people practice. Although there is no formal entry criteria, learners must be able to meet the requirements of the learning outcomes and can access the appropriate literacy and numeracy needed to complete the CIPD Level 3 Foundation Certificate in People Practice.

A telephone interview will be conducted by the Course Leader to clarify this, if required, to ensure the learners are on the correct course that meets their needs.

Additional information

CIPD's Intermediate Certificates provide a professionally recognised qualification and it is essential that you become a CIPD member once you start studying the qualification. The course price does not include CIPD student membership registration fees (which must be paid directly to the CIPD).

You will need to attend the course either for one day or evening per week for 20 or 40 weeks respectively (120 hours).

Students who successfully complete the course are awarded a CIPD Foundation Certificate in People Practice.

On successful completion of this course you can transfer onto the Level 5 Associate Diploma in People Management.