

CIPD Certificate in Human Resource Practice – Foundation Level 3



Location	Stretford Campus
Duration	Once a week, 5pm - 9pm.
Full/Part time	Part-time
Department	Professional Studies

Course Overview

This internationally recognised and vocationally relevant HR qualification makes students extremely employable. It is for new and aspiring entrants into HR or existing HR personnel, HR administrators or Line Managers who wish to obtain a detailed understanding of the knowledge and skills necessary for HR management and practice.

Students must purchase the prescribed text book and become a member of CIPD within the 4 weeks of the programme commencing. The cost will be confirmed on enrolment. Students will need to complete an additional 5 hours study time per week outside the course timetable.

Course Requirements

You must be aged 19+. You are expected to have achieved a minimum of 5 GCSEs including Maths and English at a grade C or above. You will be asked to complete an initial assessment to ensure literacy skills are sufficient to do well on the course. You should have a level 2 for both Maths and English to commence the programme.

You must have access to a computer/laptop at home supported by Wi Fi. This is to enable access to all online materials throughout the programme via Microsoft Teams. In the event of a local lockdown due to Covid-19 delivery will be temporarily switched to an online model and platform.

Mandatory Units

- Developing yourself as an effective HR Practitioner
- Understanding organisations and the role of HR
- Recording, analysing and using HR Information
- Resourcing Talent
- Contributing to the process of job analysis
- Supporting change in organisation

Course Progression

Students may be able to progress onto the Intermediate Level 5 Programme; if they are within the right job role and have performed well on the Level 3 programme.

Course Assessment

Assessment will be through a range of methods including written reports and carrying out interviews.

Course Finance

£1,300.00

Advanced Learner Loan may be available - please contact Student Services for further information.

£150 – CIPD Membership Fee approx. Students to pay within first 4 weeks of course commencing.

Book - £60

For further details on this course please contact Course Services Team on 0161 886 7070

Award

Upon successful completion of the course you will be awarded a Level 3 certificate in Certificate in Human Resources Practice from the CIPD. In addition, you gain associate membership of the CIPD, allowing you to use the designation Assoc. CIPD after your name to showcase your credentials.

Course Additional Information

Part-time