
Chartered Institute of Personnel Development (CIPD) Level 3 Foundation Certificate in Human Resources Practice

What is the course about?

The CIPD programme will develop the skills and attributes that you need as a globally recognised human resources professional.

This qualification reflects a wide range of relevant practical skills in human resource practice. It is suited to individuals who are aspiring to, or embarking on, a career in HR, are working in the field of HR in a support role and wish to develop their knowledge and skills, or have responsibility for HR activities and decisions within an organisation without a specialist function.

Valued by employers: CIPD qualifications help you to develop the business understanding and technical knowledge that employers look for. They demonstrate that you've achieved a certain level of knowledge in HR.

Relevant and practical: Develop your HR and business knowledge. Plus everything you learn can be applied back in the workplace with immediate effect.

Enhance your professional credibility: This qualification provides you with a professional level of membership (Associate member) which demonstrates your professionalism in the workplace.

What are the entry requirements?

This qualification is a Level 3 (equivalent to A Level) on the UK Qualifications and Regulated Quality Framework (RQF). This is comparable to Level 5 in Ireland, Level 6 in Scotland and the European Qualifications Framework (EQF) Level 4. There is no minimum entry requirement but you should demonstrate an aptitude to wanting to enter the HR profession or currently be in a HR administrative role. Following receipt of your part time application form, you will be invited to an interview and undertake a short written assessment related to your desire to progress professionally in HR.

What and when will I study?

A Certificate qualification is a total of 280 study hours of which 140 should be private study. The course starts in September and finishes in June and is studied on a part time basis. You will need to complete the following 6 modules in order to achieve the Certificate:

- 4DEP Developing Yourself as an Effective Human Resources or Learning and Development Practitioner
- 3HRC Understanding Organisations and the Role of Human Resources
- 3RAI Recording, Analysing and Using Human Resources Information
- 3RTO Resourcing Talent
- 3MER Supporting Good Practice in Managing Employment Relations
- 3PRM Supporting Good Practice in Performance and Reward Management

The taught sessions are usually on a Thursday afternoon between 1pm and 6pm.

How will I be assessed?

A range of assessment methods may be used to ensure that all the learning outcomes and assessment criteria are met in a way that enhances your learning experience. The assessments will allow you to demonstrate a clear grasp of the concepts and their ability to link theory to practice and to communicate clearly in the HR field at the appropriate level. All modules are assessed at the end of the teaching for that module. Assessment methods may include – assignments, case studies, integrated work activities, group and individual presentations, projects, reports, time and constrained tests, exams and Viva Voce.

What are my progression and career options?

Upon successful completion of the Level 3 Certificate, students who wish to progress their career into HR management should undertake the Level 5 Intermediate Certificate in Human Resource Management.

Who should I contact?

Enrolment forms are available from our website and for further enquiries please contact the secretary on 648204 or e mail clair.ledsham@ucm.ac.im