**CIPD Level 3 Foundation Certificate in People Practice (2021-22 specification)**

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| **Entry****Requirements** | There are no formal entry requirements for this course, however you must have an appropriate level of English, need to be able to produce written academic assignments of some length and an interest in HR. You will also be asked to complete an English initial assessment prior to enrolment. This is a very demanding qualification and you will be expected to attend every class and undertake homework and assignment work outside the classroom. |
| **Course****Overview** | The CIPD Foundation Certificate in People Practice is a foundation-level qualification designed to reflect the CIPD HR Profession Map and the new professional membership criteria.The qualification extends and fosters a deeper level of understanding and application and naturally progresses learners' expertise in people practice. It is suited to individuals who:· are aspiring to, or embarking on, a career in people management· are working in a people practice role and wish to contribute their knowledge and skills to help shape organisational value· are working towards or working in a people manager role |
| **Course****Content**  |

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| **Code** | **Unit Description** |
| **3CO01** | **Business, culture and change in context**This unit considers the impact of external influences and how the digital and commercial environment shapes businesses and the culture within which they operate. It considers the importance of people’s behaviour on organisational culture and its ability to manage change effectively. |
| **3CO02** | **Principles of analytics** This unit looks at how people professionals make both straightforward and complex choices as they carry out their roles. It focuses on how utilising a diverse range of analytics and evidence is essential to the rationalisation and enhancement of working practices and situational decision- making to create value. |
| **3CO03** | **Core behaviours for people professionals** This unit introduces the core behaviours for people professionals, focusing on ethical practice to create value. It considers how certain ways of thinking and acting should be universally consistent, even in new and challenging situations, to promote a sense of wellbeing and inclusivity in the organisation. |
| **3CO04** | **Essentials of people practice**This unit introduces the fundamentals of people practice, ranging from the employee lifecycle to policies, regulation and law. It further explores a diverse array of specialist subjects such as recruitment, talent management, reward and learning and development, essential to a career in people practice. Importantly, this unit enables practitioners to apply their knowledge and skills, building their confidence and ability to practise progressively. |

To be awarded the CIPD Level 3 Foundation Certificate in People Practice, learners are required to successfully complete all 4 core units ***(Total credit value of 24 CREDITS).*** Completion of the Certificate gives you the underpinning knowledge required for the new Associate professional grade of CIPD membership. This new professional grade of membership is a badge of competence that is quite indicative to potential employers, across all sectors, nationally and internationally. From 1 July 2010 it gives you the use of new designatory letters after your name, Assoc CIPD (after the upgrading process). |
| **Assessment** | **Assessment grading**This qualification is not graded. Learners will receive either a Pass or Fail. All assessment criteria must be met to achieve a Pass.**Qualification achievement**All assessments for this qualification are criterion referenced, based on the achievement of specified learning outcomes.To achieve a **Pass** for this qualification, a learner must have satisfied all the assessment criteria for each unit. If the complete qualification is not achieved, credit can be issued in the form of a statement of standalone unit credit.ProgressionSuccessful achievement of CIPD Level 3 Foundation Certificate in People Practice will allow you to progress onto CIPD Level 5 Associate Diploma in People Management and CIPD Level 7 Advanced Diploma in Strategic People Management or the CIPD Level 7 Diploma in Strategic Learning and Development.The Level 3 course is delivered at the Matthew Boulton College. For further information please contact the Department Manager. oliver.stokes@bmet.ac.uk |
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