

CIPD Level 3 Foundation Certificate in People Practice

Location	Stretford Campus
Course Type	Adult
Department	Human Resources
Start Date	Thursday 12th March 2026
Duration	Part-time, 1 Year
Time	16:30:00 - 21:00:00
Fee	£ 360.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-PR3C-1200

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 also must be working actively within a HR role. You must have access to a computer/laptop at home supported by Wi Fi.

What You Will Learn

This programme offers a foundational understanding of key themes shaping the modern people profession. It explores:

- Business, Culture and Change in Context - Examine how organisational culture, external forces, and internal drivers influence business strategy and change.

- Principles of Analytics - Learn how to gather, interpret, and apply data to make evidence-based decisions within people management.

- Core Behaviours for People Professionals - Develop essential behaviours such as ethical practice, inclusivity, and effective communication that underpin professional success.

- Essentials of People Practice - Gain practical insight into recruitment, onboarding, performance, and employee development.

Together, these topics provide a robust foundation for anyone stepping into, or advancing within, the people profession.

Assessment

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

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.

Career Options

Completing the CIPD Level 3 Foundation Certificate in People Practice opens the door to a variety of entry-level roles in the people profession. Here are some common career paths you can explore:

Entry-Level Roles

- HR Assistant
- HR Administrator
- Learning and Development (L&D) Assistant
- Recruitment Coordinator
- People and Culture Assistant
- Organisational Development Officer
- Employee Engagement Coordinator

These roles typically involve supporting HR functions such as recruitment, onboarding, training, employee relations, and data management.

Career Progression

With experience and further study (such as the CIPD Level 5 Associate Diploma), you could progress into roles like:

- HR Advisor
- L&D Officer
- Talent Acquisition Specialist
- People Partner
- HR Business Partner

This qualification is also a great stepping stone if you're transitioning into HR from another field or returning to work after a break.

Mandatory Units

Business, culture and change in context

Principles of analytics

Core behaviours for people professionals

Essentials of people practice

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.