

## CIPD Level 3 Foundation Certificate in People Practice

Location	Stretford Campus
Course Type	Adult
Department	Business & Law
Start Date	Monday 16th September 2024
Duration	Full-time, 1 Year
Time	16:30 - 21:00
Fee	£ 724.00 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-1100

### Course Overview

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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

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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.

## Assessment

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

## Progression

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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.

## Mandatory Units

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Business, culture and change in context

Principles of analytics

Core behaviours for people professionals

Essentials of people practice

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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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.