

CIPD LEVEL 3 FOUNDATION DIPLOMA IN HR PRACTICE

Start on your CIPD pathway with the CIPD Level 3 qualification



CIPD ENTERPRISES AND AVADO

The CIPD is the leading professional accrediting body for HR and Learning; they offer you a pathway to getting internationally recognised qualifications in Human Resources.

CIPD Enterprises has exclusively partnered with AVADO to create inspiring learning experiences that deliver lasting impact and are all about your success.

By gaining your CIPD qualification with us, you will have exclusive access to the latest thinking from the experts at the CIPD, delivered entirely online through our award-winning Virtual Learning Campus.

WHAT THIS PROGRAMME WILL OFFER YOU

The CIPD Foundation Diploma in Human Resources Practice is an internationally recognised qualification, relevant and applicable to those new to the field and existing HR professionals operating in all sectors and organisations. This qualification is designed to support career development in HR by providing a foundation to build on and an introduction to the knowledge and capabilities needed by today's HR professionals.



COURSE CONTENT

The CIPD Level 3 Foundation Diploma in HR Practice can typically be completed in twelve months. To successfully gain your CIPD Foundation Certificate you must complete the following eight units:

1 - Understanding organisations and the role of HR

Learn how HR activities support an organisation's strategy and assist the achievement of business objectives. Learn about the importance of organisational context and how internal and external factors shape HR activities.

2 - Developing yourself as an effective HR practitioner

Discover the knowledge and skills you need to work in HR and learn how to deliver timely and effective HR services to meet users' needs, while planning your own personal development.

3 - Resourcing talent

Learn about the factors that impact on an organisation's resourcing and talent planning activities. This includes everything from attracting 'talent' to recruitment, selection, induction and importantly, retention.

4 - Recording, analysing and using HR information

Develop your understanding of the important contribution that accurate data makes to the HR function. The unit encompasses a range of data management including topics HR planning, recruitment and selection, performance and reward management, absence management, disciplinary and grievance procedures and electronic record management.

5 - Supporting good practice in performance and reward management

Gain an understanding of how motivational theories and associated tools can have a positive impact on an organisation's business objectives. This unit provides an overview of skills and good practice associated with performance management reviews, as well as benefits.

6 - Supporting good practice in managing employment relationships

Understanding and effectively managing the employment relationship effectively is a key part of the role of the HR practitioner. Understand what constitutes good practice and gain an introduction to employment law within the context of employee relations.

7 - Delivering Learning and Development Activities

Be able to prepare a learning and development activity for delivery. Be able to create a positive learning environment. It is a skills based unit and you will be able to use a range of techniques, methods and resources to deliver an inclusive learning & development activity for a group of learners, which meets identified objectives.

8 - Supporting Change within Organisations

Understand why organisations need to change and how change affects organisations. Understand the key factors involved in the change process and different approaches to managing change. Understand the impact of change on employees and the role of HR.

HOW THE COURSE WORKS

Our award-winning Virtual Learning Campus (VLC) is designed to keep you engaged, using a brain-friendly methodology to enhance your understanding and embed the learning. You are given in-built progress tracking to show what you need to achieve and a weekly structure that keeps you on track.

Each week you'll work through engaging activities, readings, case studies, videos, quizzes and practical tasks and be able to reflect upon your learning in the forums and your personal blog.

Your personal tutor is there every step of the way and can be contacted by phone, email or online. They will monitor your progress and tailor the live support sessions around your group's questions posted online.

Each unit typically takes between 6-8 weeks to study with an assessment completed online at the end of the final week. Your assignment is graded by your marker and you will receive personalised feedback.

WHAT IS INCLUDED

Your course includes everything you need to succeed:

- 24-hour access to your online campus, accessible on mobile and tablet
- Regular online live support sessions with your tutor which are tailored to your group's needs
- Dedicated tutor and community team to support you throughout the course
- Social and collaborative learning, including forums and group work
- Online assessments, marking and personalised feedback from professional tutors
- Free access to AVADO's premium Career Development Hub

The only additional cost is your CIPD membership, which is payable directly to the CIPD.

COURSE ENTRY REQUIREMENTS

- A qualification to at least Level 2 (for example GCSE or international equivalent) is essential and experience working in an HR role is beneficial
- A minimum IELTS 5.5 is required for non-native English speakers
- You must be over the age of 18

