

DURATION, DAY, DATE AND TIME OF THE COURSE:

30 weeks, Tuesday 21 September 2021, 17:00 – 21:00.

VENUE:

East Surrey College, Gatton Point, London Road, Redhill, RH1 2JX.

ENTRY REQUIREMENTS:

You will be required to submit a short-written diagnostic and current CV prior to enrolment on the programme. Candidates may also be required to attend an interview.

WHAT QUALIFICATIONS WILL I GET?

CIPD accredited Level 3 Foundation Certificate in People Practice.

COURSE DESCRIPTION:

The CIPD Foundation Level 3 qualifications (equivalent to A Level) are suitable for those:

- 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
- Have responsibility for HR activities and decisions within an organisation without a specialist function.

UNITS/TOPICS COVERED:

Core Units (4 units)

- 3CO01 Business, Culture and Change in Context (5 credits)
- 3CO02 Principles of Analytics (4 credits)
- 3CO03 Core Behaviours for People Professionals (4 credits)
- 3CO04 Essential of People Practice (11 credits)

TYPE OF ASSESSMENT:

Assessment is the process of evaluating an individual's attainment of knowledge, understanding and skills. The CIPD will set assignments for all core units. To achieve a **Pass** for this qualification, a learner must have satisfied all the assessment criteria for each core unit.

You will be assessed via a range of methods including written assignments (business reports, work-based project and reflective statements to support individual learning plans), presentations and role play.

EQUIPMENT NEEDED:

- CIPD Membership – this is not included in the course fee.
- Course textbooks – You will be required to purchase your own book. Your tutor will advise you which books need to be purchased during your first lesson.

WHERE CAN IT LEAD?

Successful achievement of the CIPD Level 3 Foundation Certificate in People Practice will allow progression onto the CIPD Level 5 Associate Diploma in People Management or the CIPD Level 5 Associate Diploma in Organisational Learning and Development.

COURSE FEE:

£2,225



If you are 19 or over, the full published, fees apply unless you qualify for a concessionary fee. Contact Client Services for advance and guidance on funding and eligibility. Please be aware that there may be additional costs for materials.

ADDITIONAL COSTS:

Students will need to register at the start of their course for CIPD membership. As a CIPD member students will gain access to HR resources, guidance and expertise. CIPD membership is a requirement for studying CIPD qualifications.

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at clientservices@esc.ac.uk.

To apply online for this course please visit www.esc.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

