

**DURATION, DAY, DATE AND TIME OF THE COURSE:**

29 weeks starting from Tuesday 1 November 2022, 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+ on 31 August 2022 and studying a Level 3, 4, 5 or 6 qualification, an Advanced Learner Loan may be available for this course. Please call Client Services on 01737 788444 for details or visit [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) for more information on how to apply.

If you are 19+ on 31 August 2022 and meet the ESFA (Education & Skills Funding Agency) residency criteria, the standard fee will apply unless you qualify for free tuition.

The full fee will apply if you are aged 19+ on 31 August 2022 and you do not meet the ESFA residency criteria or if there is no Government funding for this qualification. Contact Client Services for advice 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](mailto:clientservices@esc.ac.uk).

To apply online for this course please visit [www.esc.ac.uk](http://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.

