



CIPD

Approved Centre

CIPD Level 3 Foundation Certificate in People Practice

Call our expert CIPD Advisor on 083 017 7808
or email: professionalcourses@dorset.ie

Dorset
College **Dublin**

Educating since 1983



Content

Why CIPD?	3
Why take this course?	4
Get qualified with Dorset College	5
Is this the course for you?	6
The modules you will study	7
Your CIPD Assessments	8
Career & Progression opportunities	9
Your student journey	10



Why CIPD?

CIPD qualifications are the international gold standard in Human Resources

The Chartered Institute of Personnel and Development is the most prestigious and respected HR and L&D organisation in the world.

CIPD are the professional body for experts in people at work. For more than 100 years, they have been championing better work and working lives by setting professional standards for HR and people development, as well as driving positive change in the world of work.

CIPD's new qualifications set the international standard for people professionals.

The new Profession Map sets the international benchmark for the people profession. You can use it to make better decisions, act with confidence, perform at your peak, and drive change in your organisation and progress in your career.

No matter who you are in the profession, whether you're a CIPD member or not, the new Profession Map is relevant to you" <https://peopleprofession.cipd.org/profession-map>



Why take this course?

Whether you're just starting out in HR or looking to take your career to the next level, this **CIPD Foundation** course will equip you with a wide range of relevant knowledge and expertise in people practice. You will gain the confidence to drive your career forward and with CIPD membership, the recognition needed to work as a people practice professional.

The benefits of a CIPD qualification and membership will:

- Give you a level of professionalism that is internationally recognised
- Give you the knowledge and skills you need to excel at what you do
- Strengthen your reputation at work
- Connect you to a large network of other people professionals
- Connect you to the latest developments in the world of work
- When you successfully complete your qualification, you will be awarded the **CIPD Foundation Membership** and the designation "Foundation CIPD" after your name



Get Qualified with Dorset College

Successfully delivering CIPD programme in HR Practice since 2005.

You will experience a wide range of people practice areas of study that will enable you to develop as a practitioner and grow in confidence with many opportunities to map out an exciting career path.

- 100% Live Online Classes
- Our tutors include those working as HR Managers, HR Business Partner, Head of HR Operations and legal specialists
- CIPD Professionals with wide ranging expertise and practical experience working at senior levels in major national and multinational organisations
- Online live interactive environment with expert teachers
- Team to support and guide you in achieving your goals

We will provide you with a solid grounding in people practice where you can showcase your ability and have a real impact in the workplace at operational level.



Is this course for you?

A prestigious CIPD Level 3 Foundation Certificate is ideal if you wish to develop a rewarding and successful career as a people professional in HR or L&D, with many opportunities for progression.

Ideal for people who are:

- New to the profession
- Working in a support role and wish to gain a recognised People Practice qualification
- Line managers who are involved in HR without a specialist function
- Mature Applicants with relevant life and work experience

For learners whose second language is English we recommend IELTS: 5.5/TOEFL: 71/ Cambridge Grade C or above, however, we are happy to review on an individual basis.

The modules you will study

For this programme you complete 4 Modules with a CIPD Professional live online.

1

Business, Culture and Change in Context

This unit considers the impact of external influences and how the digital and commercial environment shapes business and the culture within which they operate. It considers the importance of people's behaviour on organisational culture and its ability to manage change effectively.

2

Principles of Analytics

This unit looks at how people professionals make both straightforward and complex choices as they carry out their roles. It examines the legal context for record and data management and the importance of using data, including why it is essential for timely, ethical and accurate analysis and evaluation of personal information.

3

Core Behaviours for People Professionals

This unit covers the core behaviours expected of people professionals with a focus on ethical principles and professional values feeding approaches to work.

4

Essentials of People Practice

This unit introduces the fundamentals of people practice, ranging from the employee life cycle to policies, regulation and law. It explores a diverse array of specialist subjects such as recruitment, talent management, reward and learning and development, essential to a career in people practice.

Transition arrangements are available to those who have successfully completed:

Current Unit	Current Title	Equivalent unit in new Qualification
Successful completion of both units 3HRC & 3SCO	Understanding organisations and the role of human resources Supporting change within organisations	3CO01 Business, Culture and change in context.

Contact our Course Advisor for further details: [Calendly.com/professionalcourses](https://calendly.com/professionalcourses)

Your CIPD Assessments & Award

The assessments are 100% online

The assessments will evaluate the learner's attainment of knowledge, understanding and skills through real-life scenarios which are employer-driven and what learners may encounter in their current or future careers.

You will complete written assessments for each module that you study and this includes assessment questions, reports, presentations and tasks in data analysis. This will enable you to demonstrate the new knowledge you've gained and the skills you've mastered.

How are they assessed?

- You will submit your assignments online through our Moodle VLE
- These are marked by our Internal Verifier/Moderator
- When all 4 Modules are successfully completed they are up-loaded onto the CIPD Portal for Moderation by Dorset College

Provisional results will be issued by Dorset College; however, the result that leads to the award of the CIPD Certificate will be confirmed and released after CIPD Moderation.

The qualification is not graded and learners will receive a **Pass or Fail**.

The Award

- Level 3 CIPD Foundation Certificate in People Practice (L3CPP)
- The designation of CIPD Membership at Foundation Level with: "Foundation CIPD" after your name

Award: Associate Diploma in People Management

Award Body: CIPD (Chartered Institute of Personnel & Development)

Level 3 on the UK RFQ comparable with Level 5 on the Irish NFQ



Career & Progression opportunities

Gain the advantage with this prestigious qualification that provides you with skills and knowledge that are recognized and valued by employers globally.

The skills and expertise gained will enable you to work in roles including:

- HR Administrator or Assistant
- Employee Relations Assistant
- Recruitment Co-ordinator
- Assistant HR Analyst
- People & Culture Assistant
- Organisational Development Assistant
- HR Shared Services
- HR & L&D Assistant

Progression

A Career evening will be provided to answer any questions you may have and provide information on how you see your career progressing with CIPD Qualifications... the next steps.

Those who successfully achieve the Level 3 Foundation Certificate (L3CPP) will have the opportunity to progress to:

Level 5 CIPD Associate Diploma in People Management **or**
Level 5 CIPD Associate Diploma in Organisational Learning and Development.



Your Student Journey

Our CIPD Course Advisor will discuss the course and help you to choose the course that is right for you. You will be advised on how to proceed and submit any documents if required.

Once your application has been received, we will confirm your place on the course with details of the schedule and advise you with passwords on how to access some online areas in preparation for the course start.

We will discuss your payment plan and answer any questions you may have.

We will look forward to meeting you Online and helping you to get on a Career Path with excellent opportunities.

CIPD Registration of Learners

At induction learners will be provided with full details on the **registration process and advised on the importance of being a CIPD student member** (see below) - access to extensive resources, online communities and connect to a large network of people professionals.

You must be registered with CIPD as a student member for the duration of your course. If you are not an active member of CIPD they will be unable to moderate your assessments, provide you with a results or award your qualification.