

**Human Resources Practice
Award / Certificate**

September 2016 – June 2017

The venue for all workshops is Highlands College
Lunch will be provided for all full day workshops

Unit	Dates	Time	Fee
Induction	TBC	TBC	No fee
Supporting Good Practice in Managing Employment Relations Course Code: 1566CIPD01M11 6 credits OPTIONAL 3MER	Saturday 1 October Tuesday 4 October Monday 10 October Submission 3 November	08:30–16:00 09:00–17:00 09:00–17:00	£564
Recording, Analysing and Using Human Resources Information Course Code: 1566CIPD01M12 2 credits CORE 3RAI	Tuesday 8 November Submission 29 November	09:00–17:00	£564
Understanding Organisations and the role of Human Resources Course Code: 1566CIPD01M13 4 credits CORE 3HRC	Friday 18 November Tuesday 22 November Tuesday 29 November Submission 24 December	09:00–17:00 17:30–20:30 17:30–20:30	
Developing Yourself as an Effective Human Resources or Learning Development Practitioner Course Code: 1566CIPD01M14 4 credits CORE 4DEP	Friday 13 January 2017 Monday 23 January 2017 Monday 30 January 2017 Submission 20 February 2017	09:00–17:00 17:30–20:30 17:30–20:30	£564
Supporting Good Practice in Performance and Reward Management Course Code: tbc 6 credits OPTIONAL 3PRM	Thursday 2 March 2017 Friday 3 March 2017 Saturday 4 March 2017 Submission 25 March 2017	09:00–17:00 09:00–17:00 08:30–16:00	£564
Resourcing Talent Course Code: tbc 6 credits OPTIONAL 3RTO	Friday 12 May 2017 Friday 19 May 2017 Saturday 20 May 2017 Submission 10 June 2017	09:00–17:00 09:00–17:00 08:30–16:00	£564

Which CIPD Level 3 qualification is right for you?

The **Award** in Human Resource Essentials (QCF) qualification is achieved by studying between two and 12 credits.
The **Certificate** in Human Resources Practice (QCF) qualification is achieved by studying a total of 28 credits.

Who is this course for?

For those who are:

- Aspiring to, or embarking on a career in HR
- Working in the a field of HR
- Have the responsibility for HR

How long is this course and when does it run?

The programme is run over approx. 7 months at Highlands College

Start date: Flexible (join individual units anytime)

What are the entry requirements for this course?

There are no formal entry requirements; however, students are required to attend a pre-course interview before enrolment. We recommend that students are employed in HR.

What will I study on this course?

The course will provide you with a foundation in human resources and introduce you to the knowledge and skills needed by today's HR professionals. You will acquire a wide range of relevant, practical skills to support you in your workplace.

What qualification will I gain?

Depending on the number of units successfully completed, you will be eligible for a Level 3 Award or a Certificate in Human Resources Practice.

How will it be assessed?

A combination of practical and written assignments. Attendance to workshops are compulsory. Assignment submission dates are fixed and are non-negotiable. We highly recommend that you compare all dates associated with each workshop carefully to ensure that your personal circumstances will enable you to fulfil the requirements of the course.

What does this course lead on to?

Following successful completion of the Foundation Certificate you can progress your studies further by undertaking the CIPD Intermediate Level 5 qualifications.

How much will it cost?

	Full Course Cost	Registered ISE (GST) exempt companies
Award	£564	£537.15
Certificate	£2820	£2685.75

You must join CIPD as a Student member. You will become an Associate member after successfully completing your CIPD qualification. Associate is a professional level of CIPD membership and is recognized by employers. It also allows you to use the letters Assoc CIPD after your name. <http://www.cipd.co.uk/>