

Chartered Institute of Personnel and Development

Foundation Level



July 2017 - March 2018

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



Supporting Good Practice in Managing Employment Relations Course Code: 1666CIPD01M03 Friday 7 July 2017 O9:00 – 17:00 O9:00 – 17:00	Unit	Dates	Time	Fee
Course Code: 1666CIPD01M03 Friday 14 July 2017 O8:30 - 17:00 Coredits OPTIONAL 3MER Submission 5 August 2017 O9:00 - 17:00 E564 O9:00 - 17:00 O9:00 - 17:0				£564
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Which CIPD Level 3 qualification is right for you?

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





Level 3 Human Resource Practice

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/