

CIPD FOUNDATION

ABOUT LEVEL 3

The CIPD Foundation Qualifications on offer are the Certificate and Diploma in Human Resource Practice and the Certificate and Diploma in Learning & Development.

CIPD LEVEL 3 QUALIFICATION IN HUMAN RESOURCE PRACTICE

This qualification provides a firm foundation in all areas of HR. It will help students develop essential HR skills and gives them the confidence and knowledge to work more effectively, adding value to their HR function and their organisation. The programme will challenge your thinking in different ways and will give you a practical but strategic focus that will undoubtedly raise your profile.

LEVEL 3 CERTIFICATE & DIPLOMA IN HUMAN RESOURCE PRACTICE - CONTENT

CERTIFICATE MODULE 1

- Understanding Organisations and the role of HR
- Resourcing Talent
- Developing yourself as an effective HR Practitioner

CERTIFICATE MODULE 2

- Supporting good practice in Managing Employment Relations
- Supporting good practice in Performance and Reward Management
- Recording, Analysing and Using HR Information

DIPLOMA MODULE 3

- Supporting Individual Learning through Coaching & Mentoring
- Supporting Change within Organisations

CIPD LEVEL 3 QUALIFICATION IN LEARNING & DEVELOPMENT

This qualification provides an in-depth and thorough grounding in the fundamentals of L&D as well as a full understanding of the Training Cycle. It is the most widely recognised qualification for those seeking success and credibility in the field of L&D. The programme enables L&D professionals to develop their expertise at the same time helping them to understand, identify, deliver and evaluate training within their organisation.

LEVEL 3 CERTIFICATE & DIPLOMA IN LEARNING & DEVELOPMENT - CONTENT

CERTIFICATE MODULE 1

- L&D and the Organisation
- Identifying L&D Needs
- Designing L&D Activities

CERTIFICATE MODULE 2

- Becoming an Effective L&D Practitioner
- Delivering L&D Activities
- Evaluating L&D Activities

DIPLOMA MODULE 3

- Supporting Individual Learning through Coaching & Mentoring
- Organising L&D Events



YOUR QUESTIONS

ANSWERED

THE DELIVERY TIME:

The Diploma Qualification is delivered in 3 modules each of 1 week's duration. There is a period of around 5/6 weeks between each module. This allows the student to return to their workplace, review their learning and complete the required assignments. Oakwood also maintains regular contact with the sponsoring client to advise on the progress of each student. Students will normally complete their Diploma qualification within 6 to 8 months (or sooner).

WHO SHOULD ATTEND?

The qualifications are designed to cover all the practical skills required by proficient and effective HR or L&D Specialists, Officers, Administrators, Advisors, etc.

WHAT QUALIFICATIONS DO I NEED?

No formal educational qualifications are needed but you should currently be working within an HR or Training role. The programmes are delivered in English so you should be reasonably fluent in both written and spoken English, and possess a good level of IT skills.

WHAT ABOUT EXAMINATIONS?

There are no examinations. Each student must successfully complete all the required assignments as well as attend all the training days, and maintain ongoing professional development records.

WHAT HELP DO I GET?

You will be given continual guidance and support throughout the whole qualification, via our bespoke 24 hour Online Student Platform, so as to ensure success.

WHAT ABOUT CIPD MEMBERSHIP?

Whilst studying for the qualification you must be a member of the CIPD. On completion of the qualification you will receive a CIPD Certificate. You will be automatically upgraded to Associate membership by the CIPD and this enables you to use the designation "Assoc CIPD" after your name on business cards etc.

WHAT ABOUT COSTS AND FEES?

Oakwood has no intention of profiteering at the expense of our students' vocational qualifications. For this reason we maintain extremely competitive fee levels.

HOW DO I FIND OUT MORE OR REGISTER TO ATTEND?

Please contact our Programme Management team for a no-obligation discussion about enrolment, fees or any other matter that needs clarification.

CIPD

Approved centre



INVESTORS
IN PEOPLE

Silver
Until 2020

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