

# CIPD LEVEL 3 CERTIFICATE

## **CERTIFICATE IN PEOPLE PRACTICE**

This is a new qualification and replaces the previous Foundation level qualifications: Diploma and Certificate in HR Practice and the Diploma and Certificate in Learning & Development. The new qualification structure and content has been devised to meet the needs of modern people professionals and those of the organisations they represent.

## **WHY STUDY FOR THIS QUALIFICATION?**

The Certificate in People Practice includes and adds to much of the learning content from the Diploma levels of the previous HR Practice and L&D Foundation programmes, and it now includes new themes and learning input considered to be most relevant to people professionals with a current and future focus.

This new program is now the rising star in the range of qualifications offered by the CIPD. The qualification is considered the equivalent of a UK-based Advanced Level (A Level) qualification and the international equivalent, the Baccalaureate.

## **THE AIMS OF THIS PROGRAM ARE TO:**

- Increase your knowledge and ability relating to HR/L&D and business issues
- Encourage breadth of thinking, including new ideas and considerations
- Enhance your organisational awareness - aligning people practice to organisational evolving need
- Deliver the guidance needed to see you through to qualification achievement
- Ultimately increase your overall development as people professionals, enabling you to add value to your organisations and enhance your career prospects

## **THE PROGRAM IS SUITABLE FOR:**

- Professionals operating at entry level but with aspirations of rapid advancement to management level
- Existing managers who wish to benefit from formal training in people management practice
- Individuals working outside of HR/L&D and considering a career move into people management.



# QUALIFICATION CONTENT

The Certificate in People Practice has four units – these cover the full range of HR and L&D activities likely to be encountered by people professionals at entry level. The units are:

- **BUSINESS CULTURE AND CHANGE IN CONTEXT**

This unit considers the impact of external influences and how the digital and commercial environment shapes businesses 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.

- **PRINCIPLES OF ANALYTICS**

This unit focuses on how utilising a diverse range of analytics and evidence is essential to the rationalisation and enhancement of working practices and situational decision-making to create value.



- **CORE BEHAVIOURS FOR PEOPLE PROFESSIONALS**

This unit introduces the core behaviours for people professionals, focusing on ethical practice to create value, and how certain ways of thinking and acting should be universally consistent, even in new and challenging situations, to promote a sense of well-being and inclusivity in the organisation.

- **ESSENTIAL OF PEOPLE PRACTICE**

This unit introduces the fundamentals of people practice ranging from the employee lifecycle to policies, regulation and law. It further explores a diverse array of specialist subjects such as recruitment, talent management, reward and learning and development, enabling practitioners to apply their knowledge and skills, and building their confidence and ability to practise progressively.

# PROGRAM SCHEDULE

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The programme is delivered over 18 days, scheduled as three modules of five days (Sunday - Thursday) and a final module of three days (Sunday - Tuesday).

## THE ROUTE TO SUCCESS

All four units will be assessed by your successful completion of a written assignment designed to enable you to demonstrate your knowledge and learning covering concepts and their practical application. There is group work which will enable you to demonstrate your ability to work effectively in a team, focusing on research and the delivery of a presentation.

## YOUR QUESTIONS ANSWERED

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### HOW WILL THE PROGRAM BE DELIVERED?

During this current COVID pandemic, the program will be delivered through the interactive medium of the Go-to-Training online platform. This is a virtual classroom which enables student and facilitator interaction through discussions and practical activities. Oakwood's experience of delivering learning in this way has shown that it replicates to a large extent the interactivity and engagement levels of face-to-face training. We describe our online learning approach as "Workshops Without Walls" in acknowledgement of the fact it enables the involvement of learners from different areas of the Region - a factor that enriches the learning experience through the exchange of ideas from many different perspectives.

Once restrictions are lifted, we will reintroduce face-to-face workshops in-region. However, it is very likely we will retain either in full, or aspects of the virtual training in tandem with face-to-face learning - because it works!

### WHAT IS MY TIME COMMITMENT?

The modules will be delivered typically every four/six-weeks. This allows time for reflection on your learning and assignment completion. This means you have a realistic prospect of being able to complete your qualification within six months, or less. There will be no penalty if you exceed this time.

### WHAT QUALIFICATIONS DO I NEED?

No formal educational qualifications are needed but ideally you should currently be working within an HR or L&D role. The program is 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.

## HOW ARE MY ASSIGNMENTS ASSESSED?

All assignments are marked by our qualified assessment team. On occasion, it might be necessary for students to do a little more work and your assessor will provide you with feedback and guidance. All Pass results are provisional and your assignment must then be submitted to the CIPD for moderation purposes. At certain times throughout the year the CIPD will undertake the moderation process, and once the mark is agreed you will receive your final result.

## WHAT HELP DO I GET?

The program tutors are all CIPD qualified professionals with wide-ranging industry and sector experience. Your tutor will apply group and individual focus during the workshops and will be happy to advise and support you. Outside of the workshops, a dedicated Student Support Team will assess your written work and provide you with appropriate feedback. The entire Oakwood team is behind you and eager to ensure your success.

## WHAT ABOUT CIPD MEMBERSHIP?

Whilst studying for the qualification you must be a Student Member of the CIPD. On completion of the qualification, you will receive a CIPD Certificate.

## WHAT ABOUT COSTS AND FEES?

Oakwood maintains extremely competitive fee levels. Please contact our Program Management team for a no-obligation discussion about enrolment, fees or any other matter that needs clarification.

## PROGRESSION

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.

## 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. Call us: **00 971 (4) 3599020** or email: **info@oakwooddubai.ae**

# CIPD

Approved centre

 **OAKWOOD**  
INTERNATIONAL  
ENGAGING WITH EXCELLENCE

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