



CIPD LEVEL 3
FOUNDATION CERTIFICATE
IN PEOPLE PRACTICE*



Overview:

The primary purpose of this qualification is to develop learners' knowledge and skills to build their expertise, inspiring them to undertake tactical tasks that deliver value. Learners will build their confidence and knowledge aimed at being able to contribute to immediate colleagues, customers and the organisation; supporting change and driving impact, to create immediate and short-term value. They will gather information to use in their role and use this to understand their work, organisation and profession more deeply. This can then be applied to the world of work as well as being used as a vehicle to start their journey to CIPD membership at the appropriate level to complement career and professional development.

Learning Outcomes:

Upon completion of this course, the participants should be able to:

Units:	Learning outcomes:
1- Business, culture and change in context	<ul style="list-style-type: none">• Understand the business environment in which the people profession operates, including the key issues that affect it.• Understand how people's behaviour in the workplace affects and shapes culture.• Understand the importance of effective management of change.
2- Principles of analytics	<ul style="list-style-type: none">• Understand how evidence-based practice informs organisational measures and outcomes.• Know how creating value benefits employees, customers and wider stakeholders.
3- Core behaviours for people professionals	<ul style="list-style-type: none">• Understand insightful approaches to supporting and maintaining ethics and professional practice.• Be able to promote respect and inclusive working underpinned by professional courage and a passion for learning.
4- Essentials of people practice	<ul style="list-style-type: none">• Understand the employee lifecycle and different roles within it.• Be able to contribute to the effective selection and appointment of individuals.• Know how legislation and organisational practices affect employment relationships.• Know the importance of performance management in motivating and retaining individuals.• Know the importance of reward in attracting, motivating and retaining individuals.• Understand how to support others to develop the skills and knowledge required to meet both individual and organisational objectives.



Admission/Entry Requirements:

- 18 years old and above.
- Examinations are in English.
- No formal entry requirements, diagnosis will be conducted to evaluate learner literacy and English language.
- Other internal requirements such as documents needed are at the discretion in ETS.

Course Details:

Certificate: CIPD

Duration: 150 hrs



Assessment: Written Assessment

Target Audience:

This qualification is perfect for you if you're ready to make your mark in the people profession. This is ideal for anyone embarking on a career in HR, L&D or OD. And for those already in a support role and looking to take the next step on the career ladder.

Progression route & further studies:

By pursuing CIPD Level 3 Foundation Certificate in People Practice, the progress route will be:

- 1- CIPD Level 5 Associate Diploma in People Management
- 2- CIPD Level 5 Associate Diploma in Organisational Learning and Development.

Units Overview:

Units:	Overview
1-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.
2- Principles of analytics	This unit looks at how people professionals make both straightforward and complex choices as they carry out their roles. It focuses on how applying a diverse range of analytics and evidence is essential to the rationalisation and enhancement of working practices, and situational decision making to create value
3- Core behaviours for people professionals	This unit introduces the core behaviours for people professionals, focusing on ethical practice to create value. It considers how certain ways of thinking and acting should be universally consistent, even in new and challenging situations. So, to promote a sense of well-being and inclusivity in the organisation
4- Essentials 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. All are essential to a career in people practice. Importantly, this unit enables practitioners to apply their knowledge and skills, building their confidence and ability to practise progressively.



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