

CIPD CERTIFICATE IN PEOPLE PRACTICE

AIMS

The Chartered Institute of Personnel and Development (CIPD) Foundation Certificate in People Practice provides a firm foundation in all the areas of HR and L&D practice. It will help you develop practical, relevant skills and the confidence and behaviours to be an effective HR and L&D practitioner.

You will explore the impact of external influences and how the digital and commercial environment shapes businesses and the culture within which they operate and consider the importance of people's behaviour on organisational culture and its ability to manage change effectively, gain a broad knowledge of employment law so you can understand legislation and set your organisation's policies and procedures in context, learn how to implement best practice in recruitment and selection and develop face to face interviewing techniques, examine the concept of reflective practice aimed at consolidating and improving your professional knowledge, skills and experience.

CLIENT GROUP

This certificate is designed for HR and L&D professionals, including line managers, HR assistants and administrative staff who want to enhance their practical HR and L&D skills. It would also be appropriate for people who are moving into an HR role, or, for operational managers who are making the transition into people management.

AWARD

On successful completion of the programme, candidates receive the CIPD Certificate in People Practice. The certificate is an equivalent level to SCQF Level 6.

ENTRY REQUIREMENTS

Applicants may be required to attend an interview prior to being accepted on the course. Students require to obtain CIPD student membership for the duration of the programme. CIPD membership and subscription fees are additional to the course fee and are paid direct to CIPD.

COURSE CONTENT

There are four core units:

- Business, Culture and Change in Context (3C001)
- Principles of Analytics (3C002)
- Core Behaviours for People Professionals (3C003)
- Essentials of People Practice (3C004)

ASSESSMENT

Each unit is separately assessed using a variety of assessment methods. These include practical skills assessments, short presentations, written reports and briefing notes. You will need to pass all four units to achieve the certificate.

DURATION

Approximately 120 hours of study spread over one year delivered via blended learning (in person and online workshops).

CANCELLATION POLICY

Inverness College UHI (ICUHI) reserves the right to cancel or defer the dates of the courses. In the event of ICUHI cancelling a course, learners will be deferred to another (scheduled ICUHI) course or given a full refund if ICUHI are unable to provide a course on dates suitable to the learner. In the event of cancellation of a course by the learner or their representative, the following charges will apply:

More than 28 days – 0%

14-28 days – 25%

1-14 days – 50%

No notice or non-attendance without notice – 100%

ICUHI reserves the right to charge a cancellation fee of £40 if the learner or their representative cancels (refund terms above). Cancellations can be advised to ICUHI by telephone but must be confirmed in writing, either by post or email to:

business.ic@uhi.ac.uk

Refunds are calculated from the date of the written confirmation of the cancellation being received by ICUHI.

Learner deferral requests must be received no later than 10 working days prior to the course start date, otherwise the above £40 administration fee will apply. ICUHI will make all reasonable attempts to defer the learner to a suitable ICUHI course, but deferral requests are at the discretion of ICUHI as are any refunds after deferral requests. All awarding body costs arising from the learner deferral request must be met by the learner.



To apply or for more information
email: business.ic@uhi.ac.uk

