



APPRENTICESHIP

# CIPD Foundation Certificate in People Practice

Level 3

# 3



# Apprenticeship Framework

Designed by the Chartered Institute of Personnel and Development (CIPD), the world's leading professional body for HR and people development, this comprehensive certification programme is your gateway to a successful career in people practice. Whether you're a seasoned professional or just starting your journey, this certificate will equip you with the essential tools and insights needed to excel in the dynamic world of HR.

## Who is this apprenticeship for?

The foundation qualification is ideal for those beginning a career in the people profession or as an opportunity to upskill and receive recognition for those already in a support role and looking to take the next step on the career ladder.

## On completion apprentices will achieve the following:

- CIPD Level 3 Foundation Certificate in People Practice
- Essential Skills Wales Level 2 in Communication
- Essential Skills Wales Level 2 in Application of Number
- Essential Skills Wales Level 2 in Digital Literacy



## Benefits of the apprenticeship programme:

**Industry-Recognised Qualification:** The CIPD is globally renowned for setting standards in HR and people development. By obtaining this certification, you'll gain a prestigious qualification that is respected by employers worldwide.

**Practical and Relevant Curriculum:** Our carefully crafted curriculum focuses on the core knowledge and skills required in HR and people practice. From understanding employment law to managing employee relations, apprentices will develop a well-rounded skill set that can be immediately applied in the workplace.

**Flexible Learning Options:** We understand that everyone's learning journey is unique. That's why we offer flexible learning options to suit the needs of the apprentice, allowing them to balance work commitments while progressing towards the apprenticeship.

**Experienced Tutors:** Apprentices will learn from industry experts and seasoned HR professionals who bring real-world insights into the classroom. Apprentices will benefit from their extensive knowledge and practical experience, enabling them to gain valuable perspectives and learn best practices.

**Networking Opportunities:** Apprentices can connect with like-minded professionals, expand professional relationships, network, and engage in valuable discussions. The CIPD community provides a platform for collaboration, allowing apprentices to build relationships that can open doors to new opportunities.

**Career Advancement:** Enhanced career development with a recognised certification. The CIPD Level 3 Foundation Certificate in People Practice can serve as a springboard for various HR roles, such as HR Administrator, HR Coordinator, or HR Advisor. It also paves the way for further professional development, including the CIPD Level 5 Associate Diploma in People Management or the CIPD Level 5 Associate Diploma in Organisational Learning & Development.

## Course Delivery

- Typical duration of 15 months.
- Induction session for apprentices and for their line managers.
- 6x half day face to face technical skills and knowledge workshops. \*
- 15x half day virtual technical skills and knowledge workshops. \*
- Supported by self-study online resources.
- One to One tutor coaching and assessment support sessions
- 6 Essential skills assessment days. (3 Preparation days and 3 Live Task days) \*\*
- 2 hour long essential skills confirmatory tests. \*\*

*\*majority of the workshops are half days 9:30-2:30pm, however the Essentials of people practice unit, delivery is longer (9:30-5:30 (8 sessions) & 10am-5pm (x1 session))*

*\*\*Essential Skills activities are not applicable to apprentices with exemptions.*



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## Course Delivery

This element of the programme will be delivered through blended learning with learners attending full day knowledge and technical skills workshops delivered either face to face or virtually using Microsoft Teams across the 15-month duration of the programme.

Assessment for the CIPD qualification is through completion of written assessments, these are employer driven and aimed at real scenarios that learners may encounter in their role or future careers.

Additional development and assessment support will be provided through regular 1-to-1 sessions with a member of the ALS delivery team. An ALS assessor will meet with the learner, either in the workplace or through digital means, (for example, Microsoft Teams) to provide coaching, advice and assessment support.

## What you will learn

This programme is made up of 4 mandatory units spanning the core competencies of people practice.

### Mandatory Units

- Business, culture and change in context.
- Core behaviours for people professionals.
- Essentials of people practice.
- Principles of analytics.

**Have any questions about our CIPD Level 3 Foundation Certificate in People Practice?**

We are here to help. If you have any further questions or enquiries about the main qualification element of the programme, please contact at [info@alstraining.org.uk](mailto:info@alstraining.org.uk)



# Essential Skills Qualifications

When you agree to undertake an apprenticeship, you may be required to complete Essential Skills as part of your apprenticeship framework.

## Essential Skills Wales

The Essential Skills Wales (ESW) will be initially assessed via an online Wales Essential Skills Toolkit (WEST) Assessment. Where a Learner already holds an ESW certificate or equivalent qualification this can provide an exemption and learners will not need to complete that ESW element of the programme. Where a Learner is not exempt an Individual Learning Plan (ILP) will be generated from the initial assessment. The modules delivery will include independent learning via WEST, prior to guided learning sessions preparing the Learner for their assessment. ESWs are assessed via controlled tasks and confirmatory tests for Communication and Number, Digital Literacy is assessed via a controlled task and structured discussion.

## Exemptions

If you already hold qualifications, these may be used as 'exemptions' towards your apprenticeship framework. As a result, you will be exempt from achieving that particular Essential Skill, if you wish. This will be discussed with you before you sign up with us, and will also be followed up by your assessor before and during your first visit from us.

### Have any questions about Essential Skills?

We are here to help. If you have any further questions or enquiries about Essential Skills element of the programme, please contact [info@alstraining.org.uk](mailto:info@alstraining.org.uk)