

# **CIPD Level 3 HR Practice Foundation Certificate**

Course Type: Part Time Qualifications

Level: 3

Duration: 40 Weeks

Location: City Centre Campus

This Level 3 in HR Practice course is for those aspiring to work in Human Resources, or those already working in the field, who want to gain a recognised qualification from the CIPD (Chartered Institute of Personnel and Development). The aim of the course is to provide you with a broader perspective on the organisational issues facing Human Resource professionals and enable you to develop effective analytical and problem-solving skills. There are six units to cover with a varied and challenging assortment of assessment techniques.

## **What topics are covered?**

You will cover a number of units including developing yourself as an HR practitioner, understanding organisations and the role of Human Resources.

## **What are the entry requirements?**

The course requires an interview which can normally be held over the phone.

## **What qualifications will I gain?**

You will gain a CIPD Level 3 Certificate.

## **Who is the awarding body?**

[CIPD \(Chartered Institute of Personnel and Development\)](#)

## **How will I learn?**

You will learn through a mixture of private study and opportunity to gain guidance from tutor.

## How will I be assessed?

You will be assessed through coursework.

## How much does this course cost?

This Level 3 CIPD Certificate costs £950.

## Are there any additional costs?

£135 will be required in order to register for [CIPD membership](#).

## Which department is this course in?

DCAE (Department of Creative Arts & Enterprise)

## Where will I need to go on my first day?

On your first day, please report to the Reception in the **Roper Building** at [City Centre Campus](#).

## What else do I need to know?

To avoid disappointment, please make sure you apply for your chosen course early. Decisions regarding running or cancelling a course are made one week prior to the start of the course. If a course is cancelled, you will be informed and your course fees refunded in full. Please see [Terms and Conditions of Enrolment](#).

The course will not run on bank holidays or during half term. Please check here for [term dates](#).

## Where can I find out more information?

If you need help or answers to specific questions, please contact the [Student Advice Centre](#) on [01225 312191](tel:01225312191) ext. 720 or email [info@bathcollege.ac.uk](mailto:info@bathcollege.ac.uk).

If you are not sure which course would be right for you, we offer [FREE Careers Advice to any person aged 19 or over](#). Our advisers can help you search for a suitable course or other learning and training opportunities.

## How do I apply?

Online: Click the "Apply" button and fill out an online application form.

By post: Download the [Part-time Learning Agreement](#) and send to Student Advice Centre, Bath College, Avon Street, Bath BA1 1UP.

In person: Visit the [Student Advice Centre](#) in either of our campuses.