

CIPD Level 3 HR Practice Foundation Certificate

Course Type: Part Time Qualifications

Level: 3

Duration: 33 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.

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.