



FCPP – CIPD LEVEL 3

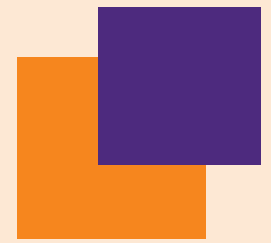
Foundation Certificate in People Practice

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FOUNDATION CERTIFICATE IN PEOPLE PRACTICE



The Foundation Certificate in People Practice (FCPP) offered by the Chartered Institute of Personnel and Development (CIPD) at Level 3 is a comprehensive and highly regarded qualification designed to provide individuals with a strong foundation in the field of HR and people management.

This program is an essential stepping stone for those aspiring to embark on a career in human resources, offering a solid understanding of key HR principles and practices.

It covers a wide range of topics, including employee relations, resourcing, and employment law, enabling students to develop essential skills and knowledge necessary for effective people management within organizations. The FCPP Level 3 is an excellent starting point for anyone seeking to enhance their HR expertise and professional credibility.

AJYAL HR is the official strategic partner of Oakwood International, CIPD Approved Centre

Our partner's Oakwood International are delivering the CIPD classes online and physical classroom. The online workshops are fully interactive, tutor-led virtual sessions. Students participate in the same way as if in a physical classroom and there is discussion and debate between students.

In a physical classroom, students gather in a designated space, engaging in direct, in-person interactions. The atmosphere fosters lively discussions and debates, allowing for dynamic exchange of ideas. CIPD associates aim to include this environment of interactivity, encouraging face-to-face interactions for enhanced learning experiences.



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UNITS BRIEF

The Certificate in People Practice has four units – these cover the full range of HR and L&D activities likely to be encountered by people professionals at entry level. The units are:

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.

PRINCIPLES OF ANALYTICS

This unit focuses on how utilising a diverse range of analytics and evidence is essential to the rationalisation and enhancement of working practices and situational decision-making to create value.

CORE BEHAVIOURS FOR PEOPLE PROFESSIONALS

This unit introduces the core behaviours for people professionals, focusing on ethical practice to create value, and how certain ways of thinking and acting should be universally consistent, even in new and challenging situations, to promote a sense of well-being and inclusivity in the organisation.

ESSENTIAL 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, enabling practitioners to apply their knowledge and skills, and building their confidence and ability to practise progressively.



PROGRAM SCHEDULE

The program is delivered over 15 days, scheduled as three modules of five days (Sunday – Thursday).

The classes timing for the following delivery are:

Online course delivery is from 9.00am to 3.00pm.

Classroom delivery is from 8.00am to 3.00pm.

Cohort Name FCPP 7 OMF FACE TO FACE	(Module 1) MAR 3-7, 2024 (Module 2) APR 21-25, 2024 (Module 3) MAY 19-23, 2024
Cohort Name FCPP 4 OMW VIRTUAL	(Module 1) JUN 30-JUL 4, 2024 (Module 2) AUG 4-8, 2024 (Module 3) SEP 22-26, 2024
Cohort Name FCPP 8 OMF FACE TO FACE (SALALAH)	(Module 1) JUL 21-25, 2024 (Module 2) AUG 18-22, 2024 (Module 3) SEP 22-26, 2024
Cohort Name FCPP 9 OMF FACE TO FACE	(Module 1) SEP 22-26, 2024 (Module 2) OCT 20-24, 2024 (Module 3) NOV 24-28, 2024
Cohort Name FCPP 10 OMF FACE TO FACE	(Module 1) NOV 10-14, 2024 (Module 2) DEC 08-12, 2024 (Module 3) JAN 19-23, 2025



COURSE FEE

Course Fee for. (FCPP Level 3)

ONLINE Course fee – OMR 1,800

CLASSROOM Course fee – OMR 2,500

5% VAT will be added to above course fee

***Instalment plan offered for individuals.**

*** Above charges do not include the CIPD Membership fees**

WHAT ABOUT CIPD MEMBERSHIP?

Whilst studying for the qualification you must be a Student Member of the CIPD. On completion of the qualification, you will receive a CIPD Certificate.



REGISTRATION PROCESS

Below steps to be followed for the completion of the CIPD course registration:

- Send candidate's updated CV.
- Send copy of the civil ID card (both sides).
- Complete Pre-Enrolment Form, this is assessing the candidate's English Written Level.
- Initial Diagnostic Interview with the candidate **via phone.**
- Completion of the Course Registration Form.



REGISTRATION FORM

Please send your completed registration to info@ajyal-hr.com

Terms and Conditions:

1. Enrolment and Registration:

- Candidates need to register with CIPD and enrol for the specific Level 3 qualification. They may need to provide accurate and up-to-date personal information.

2. Fees and Payment:

- Candidates are responsible for paying the required exam and membership fees.
- Fees are typically non-refundable, and candidates should ensure timely payments.

3. Study Materials:

- AJYAL may provide study materials to candidates, which are for personal use only.
- Unauthorized reproduction, sharing, or distribution of study materials is prohibited.

Cancellation Policy

All Cancellations must be made in writing to Amani.zeidi@ajyal-hr.com and written acknowledgement of the same must be received.

- There are no charges for cancellations received 15 days or more before the commence of the program.
- Cancellations received between 0 to 15 days prior to the start of the program will be subject to 10 % of the total program fee.
- Same charges apply for a student who wishes to withdraw from the program once classes have started.
- AJYAL HR Solutions & Services LLC has the right to change course facilitators, postpone or cancel a program at any time without any liability for consequential or indirect loss. If due to any unforeseen business circumstances the program is postponed or cancelled, AJYAL HR Solutions & Services LLC will provide a full refund of the amount paid to the respective trainee or company.

Payment Method – Bank Transfer

All payments are to be made through electronic bank transfer and/or post-dated cheques written to the below account:

Account Name: AJYAL HR Solutions & Services LLC

Account Number: 0315-00345954-0021

Bank Name: Bank Muscat

Swift Code: BMUSOMRXXXX

DECLARATION

I _____

(First name and family name – please use CAPITAL LETTER)

of _____
(insert country name)

If accepted for this training program I will:

- Carry out such instructions and abide by the conditions as stipulated in the Ajyal Student Contract

Any additional comments or questions?