

CIPD Level 3

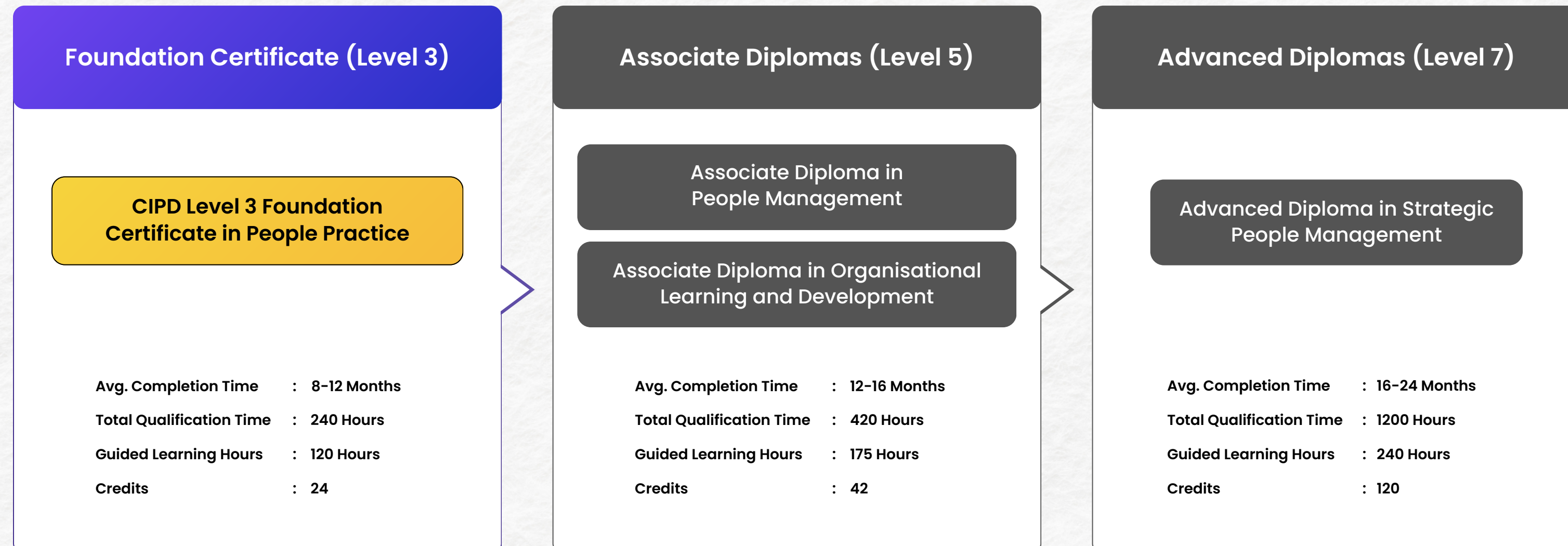
Foundation Certificate

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Course Overview

The **CIPD Foundation Certificate in People Practice** is ideal for those new to Human Resources (HR) or Organisational Learning and Development, as well as individuals in support roles. This qualification provides a solid foundation, equipping you with essential knowledge and skills needed for operational-level responsibilities. This qualification is equivalent to the **RQF Level 3**.



Key Features



Covers key topics like recruitment, talent management, and employment law.



Emphasises ethical behaviour and professional growth.



Focuses on applying knowledge to real-world scenarios for career progression.



Encourages using analytics to improve workplace practices.

Who is it for?

The Foundation Certificate Qualification is perfect for those starting their career in the people profession, providing essential knowledge and skills for entry-level roles.

Suitable professions are:

Human Resources Assistant

Employee Relations Officer

Learning and Development Coordinator

Recruitment Coordinator

Talent Acquisition Associate

Training Assistant

Entry Requirements

- This qualification is for learners aged 16+ interested in people practice.
- While there are no formal entry requirements, study centres should evaluate learners to ensure the CIPD Level 3: Foundation Certificate is appropriate for them.
- Centres must also ensure learners meet learning outcomes and possess the necessary literacy and numeracy skills to complete the CIPD Level 3 Foundation Certificate.

English Language Requirements

If English is not learners' first language, it is recommended (but not mandatory) that learners meet one of the following criteria:

IELTS : Overall score of **5.5**, with a minimum of **5.5** in each category.

TOEFL : Total score of **71**, with at least **17** in each category.

Cambridge : **Grade C** or above.

Exemptions

1

Recognition of Prior Learning (RPL)

RPL allows learners to meet assessment requirements using existing knowledge, skills, or understanding.

2

CIPD Qualifications

CIPD offers predetermined exemptions for those with previous CIPD Qualifications, which is detailed here: [Exemption Process](#) 

3

Non-CIPD Qualifications

Learners who have Non-CIPD Qualifications can apply for exemptions by submitting an application with mapping and evidence to CIPD for verification.

4

Exemption Limit

Exemptions are subject to fees and capped at 50% of the qualification.

Credits Transfer

Here are the criteria for transferring credits from previous qualifications to CIPD Qualifications.

- Credit transfers are accepted for qualifications at equivalent or higher RQF levels (2 or 3).
- Transfers apply to units closely matching CIPD Foundation learning outcomes.

For more details on credit transfers, visit the [CIPD Credits Transfer Page](#) 

Course Structure

Key details for the CIPD Foundation Certificate:

Unit Name	Code	Choice	Exam Format	Credits	Guided Learning Hours	Total Qualification Time (Hours)
Business, Culture and Change in Context	3CO01	Compulsory	Assignment	5	25	50
Principles of Analytics	3CO02	Compulsory	Assignment	4	20	40
Core Behaviours for People Professionals	3CO03	Compulsory	Assignment	4	20	40
Essentials of People Practice	3CO04	Compulsory	Assignment	11	55	110

Accreditation Body	CIPD
Avg. Completion Time	It will take 8-12 months to complete all the units

Note

- **Guided Learning Hours (GLH)** = Supervised learning time (classroom, online tutorials, live sessions) Total
- **Qualification Time (TQT)** = GLH + Independent study time (reading, preparation, unsupervised assessment)
- **Credit Values** = Each Credit is equivalent to 10 hours of TQT (For example, if TQT = 240 hours, Credit = 24)

Assessment and Grading

Assessment Approach:

- No formal exams; practical assignments based on real-world HR scenarios.
- Centres will mark and moderate assignments internally, while the CIPD will validate marks through sampling before releasing results to learners.

Grading:

- The qualification is not graded. Learners receive a Pass or Fail based on meeting all assessment criteria

Progression

Complete all **four mandatory units** to earn the **CIPD Level 3 Foundation Certificate in People Practice**. Passing all core units allows progression to **CIPD Level 5 Associate Diplomas**.

Course Breakdown

The **CIPD Foundation Certificate** comprises four units. It is ideal for newcomers or those in support roles within the People Profession, providing essential knowledge and skills for operational responsibilities. Below is a detailed overview of each unit:

Business, Culture and Change in Context (3CO01)

Principles of Analytics (3CO02)

Core Behaviours for People Professionals (3CO03)

Essentials of People Practice (3CO04)

Business, Culture and Change in Context (3CO01)

This unit examines how external factors and the digital-commercial environment shape business operations and culture, highlighting the role of behaviour in managing organisational change.

**Total Qualification
Time**

50
Hours

Exam Format: Assignment

**Guided Learning
Hours**

25
Hours

Learning Outcomes:

Understand the business environment and key issues impacting the people profession, recognise how workplace behaviour influences culture and grasp the importance of effective change management.

Credit Values

5
Credits

Principles of Analytics (3CO02)

This unit explores how people professionals make decisions, from simple to complex, emphasising the importance of using diverse analytics and evidence to improve practices and decision-making for added value.

**Total Qualification
Time**

40
Hours

Exam Format: Assignment

**Guided Learning
Hours**

20
Hours

Learning Outcomes:

Understand how evidence-based practice informs organisational outcomes and recognise how creating value benefits employees, customers, and stakeholders.

Credit Values

4
Credits

Core Behaviours for People Professionals (3CO03)

This unit introduces the core behaviours for people professionals, emphasising ethical practice, professional values, and ongoing development. It highlights the importance of maintaining consistent actions and mindsets, even in challenging situations, to foster inclusivity and respect within the organisation.

**Total Qualification
Time**

40
Hours

Exam Format: Assignment

**Guided Learning
Hours**

20
Hours

Learning Outcomes:

Understand approaches to support and maintain ethics and professional practice and promote respect and inclusive work environments with professional courage and a passion for learning.

Credit Values

4
Credits

Essentials of People Practice (3CO04)

This unit covers the fundamentals of people practice, from the employee lifecycle to key areas like recruitment, talent management, and learning and development, while enhancing practitioners' skills and confidence to progress in their roles.

**Total Qualification
Time**

110
Hours

Exam Format: Assignment

**Guided Learning
Hours**

55
Hours

Learning Outcomes:

Understand the employee lifecycle and various roles within it and know how legislation and organisational practices impact employment relationships.

Credit Values

11
Credits

Why Choose Us?



Accredited by CIPD

This course is accredited by CIPD. All CIPD courses will be exclusively delivered via Oakwood International.



Flexible Learning

Offers various learning methods tailored to individual needs.



Comprehensive Support

Expert trainers provide guidance throughout your learning journey.



Global Reach

Delivers a truly global learning experience, catering to learners worldwide.

About us

Oakwood International is a leading provider of professional training specialising in Human Resources, Management, and Leadership Qualifications. We offer a comprehensive range of courses, including CIPD, ILM and CMI Qualifications.

We offer a broad selection of accredited courses in people management, coaching and mentoring, and organisational development designed to enhance professional growth. Our key accredited training courses include CIPD, ILM, and CMI, ensuring industry-recognised qualifications. We prioritise flexibility by offering multiple learning methods, including classroom, online, and virtual classrooms, providing learners access to world-class education regardless of location or schedule.

98% Success Rate

25K+ Learners

22+ Years of Experience

10+ Courses Running Daily

5K+ Corporate Clients