

Foundation Certificate in People Practice

CIPD
Approved centre



**Connect to
livechat**



**Call us
0800 0126 770**



**Email us
info@dlctraining.co.uk**



**Request a Call
Schedule a time here**

WHY DLC TRAINING

The popularity of distance learning has rapidly grown over the past decade and is now the chosen learning method for millions of professionals and businesses. Unlike classroom-based courses, distance learning enables you to schedule your studies to suit you and provides the opportunity to enhance your career prospects and expand your earning potential whilst benefiting from freedom and flexibility.

98.6%
PASS RATE

Our 98.6% pass rate highlights the benefits of studying with DLC Training

CIPD
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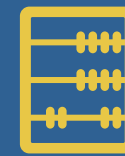
Expert Advisors

From your first discussion with the team, our Expert CIPD Advisors will assist you with choosing the right course for you.



Fully Supported Learning

With your own CIPD qualified Tutor to contact at anytime, and our friendly student support team, we're confident we can guarantee your success.

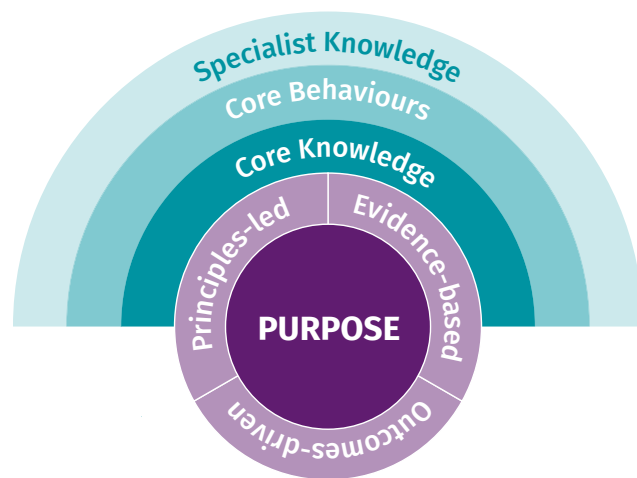


Flexible Study and Payment

Access material online, study at your own pace and pay for the course using our interest free payment plans. Getting started on a CIPD course has never been easier.

The CIPD Profession Map

CIPD have created the Profession Map to ensure their qualifications meet the needs of modern Human Resource professionals and the businesses they are working in.



Core Knowledge

- People practice
- Culture & behaviour
- Business acumen
- Analytics & creating value
- Digital working
- Change

Core Behaviours

- Ethical practice
- Professional courage & influence
- Valuing people
- Working inclusively
- Commercial driven
- Passion for learning
- Situational decision-making
- Insights focused

Specialist Knowledge

- Employee experience
- Employee relations
- Diversity & inclusion
- Learning & Development
- Reward
- Talent management
- Resourcing
- Organisation development & design
- People analytics

Alignment to the Profession Map

The table below shows the areas of core knowledge and core behaviours of the Profession Map covered in the four core units of the CIPD Level 3 Foundation Certificate in People Practice.

Core unit		Profession Map areas
3CO01	Business, culture and change in context	<ul style="list-style-type: none"> • Business acumen • Culture and behaviour • Digital working • Change
3CO02	Principles of analytics	<ul style="list-style-type: none"> • People practice • Business acumen • Analytics and creating value • Digital working • Ethical practice • Professional courage & influence • Insights focused • Situational decision-making • Commercial drive
3CO03	Core behaviours for people professionals	<ul style="list-style-type: none"> • People practice • Culture and behaviour • Ethical practice • Professional courage & influence • Valuing people • Working inclusively • Passion for learning • Insights focused
3CO04	Essentials of people practice	<ul style="list-style-type: none"> • People practice • Culture and behaviour • Ethical practice



Unlimited Support Every Step of the Way

Here at DLC Training, we pride ourselves on providing a 5* distance learning experience for every learner. We have built an unrivaled support package customised to meet the needs of each individual who invests in their professional development with us.

As well as a dedicated study support team, each learner has unlimited access to industry expert tutors who will share their experience and understanding of the industry to provide an outstanding learning journey.

Our team are here to ensure every learner achieves their individual development aims.

The team can be contacted by email, phone, Skype and Facetime, as well as through our superior learning platform where you can directly message any member of the team. With so many methods of contact available, the only difficulty will be choosing which way is best for you.



What's included in your Support Package with DLC?

GET STARTED WITH EASE - We have a dedicated enrolment team who are on hand to ensure your enrolment is quick and straightforward. We understand you want to start your studies as soon as possible without any hassle and the enrolment team are here to make sure that is exactly what happens.

INDUSTRY EXPERT TUTORS - We believe our Tutors are one of the many reasons we have a pass rate of 98.6%. Our team of HR experts are on hand to enhance your learning journey and expand your knowledge and understanding

STUDY SUPPORT - Every learner studying with DLC Training has a dedicated member of the Study Support team on hand to offer support and practical guidance throughout their studies. The team are a vital part of the distance learning experience, here to fully support you throughout your learning journey. Your Study Support Advisor will contact you on an individual basis, create a schedule of contact to suit you via the contact method you would prefer in addition to your direct access to support via telephone, email or direct message.

READY TO GET STARTED?

Our team are here to help you enrol on to your CIPD Qualification.

Call:
0800 012 6770

Email:
info@dlctraining.co.uk

or contact your **Course Advisor** to take the next steps to success in your HR career with DLC Training



What's included in your CIPD Expert Support Package with DLC?

Achieving a CIPD Professional Qualification will provide you with the capabilities you need to excel in the HR arena. The DLC Training team are here to help you understand how you transfer your learning into practical knowledge you can apply in the workplace, and achieve fantastic results throughout your studies.

PRACTICAL SUPPORT - To achieve the CIPD Foundation Certificate, you are required to complete tasks and assignments within each of the four units of study. This work is then presented to CIPD during moderation windows. When preparing your assignment, your Expert Tutor is on hand to provide you with practical advice and expert insights to help you achieve great results.

WORLD CLASS ONLINE LEARNING MATERIALS - Your CIPD learning journey is sure to be insightful, interesting and informative when you choose to study with DLC. Log-in to your online learning platform where you will find detailed explanations, videos from your tutor to bring your subjects to life, useful tools and guidance to help you focus and prepare for your end of unit assignment.

ADDITIONAL RESOURCES TO BUILD CONFIDENCE - The DLC Training Tutor Team have created a variety of resources, activities, and practise questions to reaffirm your learning as you progress through each unit of CIPD study. You can download slide decks to refer to at any time, test your understanding of topics, and utilise industry relevant resources to help you in the workplace.

RESOURCE LIBRARY - At DLC Training we understand that outside of their learning, each professional studying with us is navigating the exciting world of modern business. We have created a Resource Library that is packed with guides, templates and tools that can be downloaded and utilised in the workplace. From Accounting tips to Warehouse blips, the Resource Library puts free expertise at your fingertips.

INTERACTIVE FORUMS WITH EXPERTS AND PEERS - Studying for your CIPD qualification with us means you become part of a global community of professionals working in human resources. Ask questions, share experiences, and discuss best-practise while growing your professional network.

MONTHLY INTERACTIVE GROUP SESSIONS - If you ask us what sets DLC Training apart from other learning providers, the answer is definitely our expert support. Throughout your CIPD studies, you are invited to attend live sessions with your Tutor and other learners. Each month we will cover different topics from your CIPD studies to help you build up your confidence and develop your knowledge bank to succeed.

GROUP INTRODUCTORY SESSIONS - New to distance learning? Been a while since you studied? Not sure how to get started on your CIPD course? Getting started on your professional qualification doesn't need to be a daunting experience. Not only will your study support advisor take you through the learning platform, you can also book your place on an introductory group session where you can meet your Tutor and other learners beginning their course.

ASSESSMENT PREPARATION SESSIONS - Ready to begin preparing your first assessment? We are on hand to support you every step of the way. DLC's Assessment preparation sessions will ensure you have the confidence you need to achieve that all important pass! Your HR Expert Tutor will guide you through your assessment preparation, ready for your work to be moderated.



CIPD Foundation Certificate in People Practice

If you want to build a solid foundation for your career in human resources (HR) or learning and development (L&D), then the CIPD Foundation Certificate in People Practice is the perfect place to start your professional learning journey.

Studying for the foundation qualification will enable you to establish yourself in a supporting role within a HR function or build on your existing experience in preparation for advancing to the next stage of your career.

Is this course right for me?

Designed to recognise the requirements of modern human resource departments, the CIPD Foundation Certificate is brand new for 2021 and covers the essential topics you need to excel in your role.

Combining both HR & L&D, the course is broken down into four core modules of study, covering;

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

Passing the course

To achieve your qualification you need to complete each of the four core modules throughout your eighteen months of study time.

DLC Training enables learners to map out a successful study journey that works for them as an individual, alongside their other commitments. Throughout your CIPD Foundation Certificate in People Practice course you can map put a schedule of study that is suitable for you, safe in the knowledge that our team are here to guide and support you every step of the way.

Each unit has guided learning hours and details on how much time in total you should aim to spend working on each unit.

Understanding the content and make-up of the CIPD Foundation Certificate

REF	UNIT TITLE	RQF	Credit	TUT	GLH
3CO01	Business, culture and change in context	3	5	50	25
3CO02	Principles of analytics	3	4	40	20
3CO03	Core behaviours for people professionals	3	4	40	20
3CO04	Essentials of people practice	3	11	110	55

KEY

RQF; The UK's Regulated Qualifications Framework (RQF) categories qualifications in England based on their size, and their level of challenge or difficulty. The CIPD Foundation Certificate in People Practice is on the RQF framework at level 3.

CREDIT; Each unit is allocated a credit value based on the depth of content within the unit and its overall contribution to achieving the full qualification.

TUT; The size of a qualification is expressed in hours. This is known as the Total Qualification Time (TQT). The TQT is the total number of hours it is estimated that an average learner will take to complete a qualification. For each unit this is referred to as Total Unit Time (TUT).

GLH; This is the minimum amount of time a learner should spend following structured learning for each unit of study.

The minimum GLH for this qualification is estimated at 120 hours and the TQT is estimated at 240 hours. A learner needs to carry out independent learning, preparation, and activities relating to their qualification in addition to the GLH to meet the TQT of the CIPD Foundation Certificate.





CIPD
Foundation Certificate in
People Practice

What will I learn during my CIPD Studies?

Business, Culture and Change in Context

This first unit of study 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.

Unit Code 3C001
Unit value 5 credits | 50 TUT | 25 GLH

By completing this unit a learner will;

- Develop an understanding of the key external influences that impact on businesses and the context within which they operate.
- Be able to define workplace culture and how people's behaviour shapes it.
- Understand how organisations are whole systems and how your actions affect others.
- The learner will also discuss how people learn, adapt and develop in different ways.
- The concept of change is a key focus of this unit and you will explain how people professionals impact people in different ways and the importance of how focused project planning directs change in manageable ways.

Principles of Analytics

This unit looks at how people professionals make both straightforward and complex choices as they carry out their roles. It 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.

Unit Code 3C002
Unit value 4 credits | 40 TUT | 20 GLH

By completing this unit a learner will;

- Understand how evidence-based practice informs measures and outcomes and how it is applied within your organisation.
- Be able to explain the importance of using data, the different types of data measurement and how these are used to inform decision making.
- Successfully review the concept of creating value, explaining how an organisation approaches this for its customers and stakeholders.
- The learning journey of this unit will cover the role of analytics and other technology in enhancing working practices, including the associated risks.





CIPD Foundation Certificate in People Practice

What will I learn during
my CIPD Level 3 Studies?

Essentials of people practice is the largest unit of study within the Foundation Certificate in People Practice. Our learning support team will be on hand to help you plan out your study journey to ensure you have the knowledge, skills and confidence needed to succeed in completing this unit of study to complete your level 3 CIPD Qualification.

Core Behaviours for People Professionals

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

Unit Code 3C003
Unit value 4 credits | 40 TUT | 20 GLH

By completing this unit a learner will;

Develop insight into different approaches to customer focus using ethical principles to inform their approach to work.

Be able to evaluate ethical values and contextualise them within your work, specifying the ways in which they conform to associated regulation and law.

Understand the importance of positive ways of working and will use this knowledge to clarify problems and issues as well as contributing views and opinions in a respectful and inclusive manner.

Throughout this unit, the learner will also discuss ways in which they recognise and accept their own mistakes and show empathy to others. To complete the core behaviours for people professionals unit, we examine the concept of reflective practice aimed at consolidating and improving professional knowledge, skills and experience.

Essentials 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, essential to a career in people practice. Importantly, this unit enables practitioners to apply their knowledge and skills, building their confidence and ability to practise progressively.

Unit Code 3C004
Unit value 11 credits | 110 TUT | 55 GLH

By completing this unit a learner will;

Gain skills around effective recruitment, selection, and appointment of individuals through the assessment of employee lifecycles, including where you are placed within this.

Develop the capability to contrast different recruitment and selection methods that will also support their application of skills that relate to contributing to effective recruitment.

Understand different recruitment and selection methods and ways of preparing material for job roles and to attract candidates. The learner will also shortlist candidates and participate in a selection interview and the associated follow-up actions.

Understanding legislation and organisational practices is a vital part of this unit, as is the meaning of diversity and inclusion in respect of recruitment and employee relationships. To complete this unit of study, the learner will explain factors associated with performance management and the role of appraisal.





Your CIPD Membership

Studying a CIPD course with DLC Training means you will be **supported by industry experts** throughout your training to ensure you receive an **internationally recognised and accredited HR Qualification**.

“The world of work is changing, never more so than now. That’s why we developed the new Profession Map which defines the knowledge, behaviours and inherent values underpinning today’s people profession. It provides the platform to help move the profession forward, individually and collectively, and to embrace change in the modern world of work. At the core of the new CIPD qualifications is the new Profession Map”. - *CIPD 2021*.



A CIPD Membership is a personal investment; one with many benefits that will pay for itself several times over in time. Not only does a CIPD Membership provide excellent value for money, it also has the potential to have a remarkable impact on your career.

Your membership will see you gain exclusive access to the largest collection of HR and L&D resources in the world, as well as tailored career development tools and services, and networking opportunities with other professionals.

Being a member of CIPD also has the potential to make you more marketable to employers, as you progress in your career, professional membership can help you increase your career and earning prospects.

When you enrol onto a CIPD Professional Qualification, membership is a vital part of your development journey. You will be required to retain an active student membership from the start of your course until completion of your qualification.

Your Membership Includes:

- Access to the Latest HR & L&D Research & Resources
- My CIPD Map, CIPD Career Hub
- Information Helplines
- People Management Magazine
- CIPD Branch Events & Conferences
- Interview and CV Writing Tips





Make your HR career aims a reality with DLC Training



FLEXIBLE PAYMENT OPTIONS

We offer a range of payment methods making it really easy to get started on your studies. We want to make sure that our courses are accessible to everyone, regardless of their budget.

PAYMENT OPTION 1

TOTAL COURSE FEE
= £1950.00

Pay for your Studies in FULL

Receive a **10% Discount**
Reducing your course fees
to £1755 (including VAT).

PAYMENT OPTION 2

TOTAL COURSE FEE
= £1950.00

Utilise an **INTEREST FREE**
Payment Plan

Pay your deposit of £195.00
followed by 10 monthly
payments of £175.50

BUSINESS FUNDED LEARNING

If your employer is funding your studies, in addition to the unlimited support you receive as a learner, Our Business Support team are on hand to liaise with your business, discuss the wide range of training packages we have available, and how they can benefit from utilising DLC Training to advance the capabilities of their workforce.

What's included in your Course Fees?

- 18 months course time
- Unlimited One to One Expert Guidance on demand
- Industry-Leading Learning Resources
- Proactive Study Support Liaison throughout your learning
- Easy to use Online Learning Platform
- Student Discount Schemes
- Access to a Global Network of Professionals
- Pause, Resume, Extend or Speed up your course time to match your lifestyle.

*Additional Fees - CIPD Student Membership. When you commence on your CIPD Qualification it is essential you invest in Student membership with CIPD. You can apply for membership quickly and easily via the CIPD website - our team will guide you through the process.



Still wondering why you should choose to study with us?



Choosing to study for your CIPD Foundation Certificate with DLC Training means you will have industry-expert support at every stage of your learning journey. With first class learning resources, a user-friendly online learning platform, and a learning support team on hand whenever you need them, you can concentrate on achieving your qualification at a pace that suits your individual schedule.



Once you enrol on to the course, you have instant access to unlimited HR expert support, a study support liaison to guide you through your learning and eighteen months of course time to complete your qualification. With the ability to schedule your learning to suit your other commitments you can work at a pace that suits you, confident our team are here to support you every step of the way.



As a learner of DLC Training, your studies are accessed via our first-class online learning system. As long as you have your log-in details and an internet connection, you can log-in from anywhere in the world and progress your studies. The platform is full of useful information, learning materials and expert tools, you also have access to the DLC Resource Library where you can find guides and insights to help you in the workplace. CIPD Learner Membership, which is required throughout your studies, enables you to find a wealth of expertise and industry relevant support on their dedicated members portal.

We are looking forward to welcoming you to your professional qualification and supporting you on your exciting career development journey.



DLC Training are proud to provide a wide-range of professional qualifications from world-renowned Institutes. With qualifications designed for those starting out on their career development journey through to strategic decision makers, our expertise can help you, and your business excel.



The DLC Training Course Advisors are on hand to help you find the qualification to achieve your professional development aims.



Connect to **livechat**
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Fri 09:00-14:00



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Want to advance the capabilities of your team or your business? DLC Training support thousands of organisations, of all sizes, with their learning and development requirements. Ask to speak with a member of the Business Support Team to find out how we can help you.