

**Kick-start your career
with confidence – and
choose a qualification
that connects you to:**

- the real world of work
- practical solutions to today's business challenges
- a brighter professional future – with CIPD membership.



Foundation Certificate in People Practice

With a Foundation Certificate in People Practice, you'll kick-start your career in HR, L&D and OD with confidence.

This entry-level qualification is perfect for people professionals working in, or looking to find, their first role in the people profession, and will provide you with:

- a solid grounding in People Practice
- the knowledge, skills and behaviours to deliver tasks that benefit your organisation at an operational level
- the confidence to support positive change for your colleagues and organisation.

**Gain relevant expertise to
work in roles including:**

- HR Administrator or Assistant
- Employee Relations Officer
- Recruitment Coordinator
- Organisational Development Officer
- Learning Administrator
- Reward or Benefits Administrator
- Talent Co-ordinator.

Lay the foundations for a bright future

What will you study?

By studying four core units in Business Culture, Core Behaviours, Analytics and the Essentials of People Practice, you'll develop the expertise to support change and make an impact in your organisation.

You'll focus on real-life scenarios, acquiring core behaviours derived from the CIPD's new Profession Map, which is based on the cumulative insights of thousands of experts.

CIPD qualifications set the international standard for people professionals. You'll gain the confidence to drive your career forward – and with CIPD membership, the recognition needed to connect to the role you've always dreamed of.

CIPD membership

CIPD membership gives you a badge of professionalism that's internationally recognised. It showcases your knowledge and impact within the people profession.

Once you're registered for a qualification, you'll join the CIPD as a Student Member; the first step in your CIPD membership journey. We'll support and encourage you throughout your studies and help you grow in confidence and have more impact. You'll gain access to extensive resources like our expert research, journals, factsheets, helplines and online communities, helping you to build your network.

When you complete your qualification, you'll be awarded CIPD Foundation Membership, and the designation "Foundation CIPD" after your name. This starts to build your credibility in the people profession, shows you're serious about your development and that you have a strong base of knowledge to build on.

At a glance

This course covers:

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

Ready to start joining the dots to your professional future?

Get in touch to find out more.

Centre name:

A message from your centre:

Find us online at:

Or call us on:

Choose the qualification that connects. Choose the CIPD.

This qualification is Regulated Qualifications Framework (RQF) Level 3 in England and Northern Ireland. Credit and Qualifications Framework (CQFW) Level 3 in Wales. Comparable to Level 5 in Ireland, Level 6 in Scotland, Level 4 European Qualifications Framework (EQF).