

# Opening doors to your HR



- ▶ **Do you want to improve your status at work, with your family and friends?**
- ▶ **Have you been thinking a while about improving your skills?**
- ▶ **Keen to develop your skills as an HR specialist?**
- ▶ **New to HR and paddling furiously to get on top of your game?**
- ▶ **Starting your journey to become a qualified HR professional?**

Is your answer is **YES** to any of these questions, then the CIPD Level 3 Foundation Certificate in Human Resource Practice will give you the muscle you need to successfully wrestle with those thorny people matters you will have to deal with in your HR role.

So if you are:

- ▶ New to HR
- ▶ Have line management responsibilities for HR in your company, but no formal training
- ▶ Aiming for a brighter future by furthering your career with a professional qualification

You will see just how far you can evolve over this nine-month programme. An HR qualification is essential for getting ahead in the UK HR field, says 70% of respondents to an Xpert HR survey; and 86% of HR directors have professional qualifications.

## What you gain from the course ▼

- ▶ **Status** as a recognised HR professional and ability to use the designation letters, **Assoc CIPD**.
- ▶ **Talent** enhancement, gain real life practice and involvement in handling your company's most important asset – its people.
- ▶ **Expertise** to confidently carry out an HR support role through acquiring new knowledge.
- ▶ **Professional** insight and development through understanding the fundamentals of key aspects of HR.

## Course overview ▼

The Foundation Certificate in Human Resource Practice is a level 3 award.

The level 3 qualification equates to A' level standard and the CIPD foundation certificate will provide you with a recognised certificate and the underpinning knowledge towards your CIPD Associate membership.

## Course entry ▼

We are partnering with Highbury College on the delivery of this qualification. The college has 'Outstanding Ofsted' validation. All applicants will be required to pass a skills assessment. Have no fear, you will be given guidance and support with this.

## How will the course be assessed? ▼

Assessment will be based on written assignments given for each module. You will not have to take an exam for this qualification.

# Course modules in brief

This programme is made up of six workshops which are either one or two days in length. Your learning will occur through a combination of face-to-face workshops, written assessments and skills demonstration.

## 1 Introduction and developing yourself as an effective HR practitioner 2 days

- ▶ Acquire sound understanding of the knowledge, skills and behaviour required of a professional HR practitioner, including self-reflection.
- ▶ Learn to deliver timely and effective HR services to meet user needs.

## 2 Recording, analysing and using HR information 1 day

- ▶ Understand the importance that accurate data (stored manually or electronically) makes to the HR function.
- ▶ Learn to record, interpret, analyse and present information clearly and accurately to support HR solutions.

## 3 Understanding organisations and the role of HR 1 day

- ▶ Understand the role of HR and L&D operations.
- ▶ Acquire an understanding of HR activities and how they are shaped by internal and external factors.

## 4 Resourcing talent 2 days

- ▶ Understand the factors that affect an organisation's talent planning, recruitment and selection policy and learn to identify appropriate recruitment and selection methods.
- ▶ Know how to contribute to a job role interview process.

## 5 Supporting good practice in performance and reward management 2 days

- ▶ Be able to explain the link between organisational success, performance management and motivation.
- ▶ Be able to contribute to effective performance and reward management in the workplace.

## 6 Supporting good practice in managing employment relations 2 days

- ▶ Understand the impact of employment law at the start of the employment relationship.
- ▶ Understand the issues to address at the termination of the employment relationship.



*I can reflect more effectively on my work. The qualification is ideal for my future development needs and has helped me progress my career plans.*

*I am less reactive, more confident about the different approaches I can adopt to handling situations.*



### How is the course delivered?

There are six workshops delivered over nine months which are interspersed with self-study and tutorial sessions.

The workshop sessions will take place 09.30-16.30.



*The course exceeded my expectations. I particularly benefitted from the support of my tutor who guided me throughout.*

### Course cost

£1,797 + VAT

The course fee includes:

- ▶ Attendance at all workshops
- ▶ Course materials for each module
- ▶ Student textbook
- ▶ You will have 24 hour access to online learning materials
- ▶ Access to tutor support and guidance throughout the course
- ▶ Payable separately- student registration with CIPD, £90

**On successful completion of the course you will be able to use the designation letters, Assoc CIPD.**

### Why choose Lotus?

We go the extra mile and we give you extra for your money!

- ▶ One day work placement in a HR setting (for those not currently working in a HR role)
- ▶ One hour free career advice session

Act NOW and be one of the first eight people to receive your CIPD membership for FREE.

### To book or learn more

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Or call: **020 8150 9960**

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