

EVERYONE HAS AN
INNER GENIUS

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you find yours



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TEF Silver

AWARDED SILVER IN THE
2017 TEACHING EXCELLENCE
FRAMEWORK

Course Validated by

CIPD

Approved centre

CIPD Level 3 Certificate in Human Resource Practice

This qualification is ideal for any one wanting to gain the essential knowledge and skills required to move into HR or is working in HR but do not hold a formal qualification.

COURSE OVERVIEW

The course is a general introduction to HR and people management equipping you with a wide range of practical HR skills.

MODULES

- Developing Yourself as an Effective Human Resources Practitioner

This module is designed to enable the learner to develop a sound understanding of the knowledge, skills and behaviour required of a professional practitioner, whether their role is generalist in nature or specialist.

- Understanding Organisations and the Role of HR

This module provides an introduction to the role of human resources within an organisation and the environmental context. By the end of this module the learner will have developed their understanding of how HR activities support an organisation's strategy and assist the achievement of business objectives and how these are shaped by internal and external factors.

- Recording, Analysing and Using Information

This module develops the learner's understanding of the important contribution that accurate data can make to human resources. It covers the legal implications of collecting, storing and using personnel data and will enable the learner to record data and information and to interpret, analyse and present information clearly and accurately in an appropriate format in support of decision-making to meet organisation-wide objectives

LOCATION

REDDITCH

RHRP-CT3-1921
(Part-Time)

RHRS-AA3-1920P
(Apprentice Route)

WORCESTER

WHRP-CT3-1921
(Part-Time)

WHRS-AA3-1920P
(Apprentice Route)

COURSE LENGTH

1 year

TUITION FEES

£1,265

ADDITIONAL COSTS

CIPD student membership
Approx £141.00
Optional text books
- approx £38

AWARD ON SUCCESSFUL COMPLETION

CIPD Certificate in
HR Practice and gain
Associate membership
of the CIPD

HOW TO APPLY

Please apply through
our website at
www.howcollege.ac.uk

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- Resourcing Talent

Organisational success depends on having the right skill mix. This module provides an introduction to the resourcing and talent planning process. Studying this module will enable learners to understand the factors that impact on an organisation's resourcing and talent planning activities.

- Supporting Good Practice in Managing Employment Relations

Managing the employment relationship effectively is a key part of the role of the human resources (HR) practitioner. This module aims to introduce a number of aspects of this task and to provide an introduction to employment law within the context of employee relations.

- Delivering Learning and Development Activities

This module will provide the knowledge and skills required to deliver planned learning and development (L&D) activities, for example one-to-one, small group and large group sessions.

ENTRY REQUIREMENTS

There are no entry requirements for this qualification

DELIVERY INFORMATION

WORCESTER - The course is run weekly on a Tuesday evening 18.00 - 21.00. The course is delivered on a roll-on-roll-off basis with varied enrolment dates.

REDDITCH - The course is run weekly on a Thursday evening 15.00 - 20.30 with September and January enrolments.

In addition you are expected to complete an average of 3 hours independent study per week.

PROGRESSION

Upon successful completion of this course you will achieve Associate Membership of the CIPD and will be eligible to study the level 5 qualification.

METHODS OF ASSESSMENT

Each module is assessed by a written assignment and some also have a practical activity.

STAFF EXPERIENCE

All lectures have occupational experience and are CIPD qualified, in addition to having a recognised teaching qualification.

APPRENTICESHIP OPTION

The CIPD Level 3 Certificate in HR Practice can also be completed as part of the Apprenticeship in HR Support, for which employers can use their levy.