



# CIPD Foundation Diploma in Human Resource Practice

A training course leading to a professional CIPD qualification

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Delivered in partnership with Watson Martin, a CIPD Approved Centre.

# Why Bakkah?

**Bakkah** is a leading Saudi company that owns two subsidiaries: Consulting Company and Learning Company. With a team of highly experienced and certified professionals, we will help you capitalize on opportunities driven by proven business practices.

We help you obtain professional certificates that will take your career to the next level. Our Learning products focus on building and boosting capabilities by offering the best and latest internationally accredited training courses in various fields, including: Project Management, Human Resource, Business Analysis, Information Technology, Quality Management, Supply Chain Management and Logistics.

We are keen to use and keep up with the latest global learning methods and processes. Since our training courses are flexible and aligned with the global changes, this will ensure an ongoing learning process and build high-quality capabilities.



## Bakkah in Numbers



## Overview of CIPD

The CIPD (Chartered Institute of Personnel and Development) is the main professional body to accredit and award professional HR and People Development qualifications. They provide three distinct qualification levels to suit people at different points in their career: Level 3, Level 5, and Level 7. At each Level, there are three types of qualification: Diplomas, Certificates and Awards. For more information about CIPD certifications, click [here](#).

## Why Watson Martin?

**Watson Martin (WM)** is a leading provider of HR & L&D qualifications. It offers a range of CIPD programmes delivered by highly qualified practitioners with an unrivalled level of strategic experience and professionalism in HR. WM has supported candidates through to successful completion at all levels of CIPD qualification since 2004. It consistently achieves the highest CIPD Quality Assurance rating and is one of only very few CIPD centres approved to offer competency-based assessment (mixed mode) qualifications.



## Course Objective

A CIPD Foundation qualification in HR Practice is aimed at existing and those just starting a career in HR and will help you understand how to become an effective HR practitioner. This Foundation qualifications provide a broad range of relevant and practical knowledge and skills, incorporating latest thinking, technology and practices.



## Course Methodology



- This Foundation Diploma typically between 6-12 months to complete
- Recorded Induction Session: Includes a programme overview and an introduction to the VLE
- Role of Adviser: Eight 1:1 sessions with personal adviser, dates confirmed between candidate and adviser
- Two progress Q+A webinars (live): An opportunity to ask questions about any aspect of your study alongside peers
- Recorded content to view on VLE for core units, covering key aspects
- Assessments are submitted after delivery of all webinars and by the end of 6 months from programme commencement date



## Targeted Audience

This qualification is ideal for those, who:



Are starting out in an HR or working in an HR support role



Want to improve their understanding of how HR contributes to business success



Are interested in CIPD to enhance and maintain their professional practice



Aspire to become a professional member of the CIPD as an Associate Member



## Prerequisite

- Prospective candidates must demonstrate a high standard of both spoken and written English to register onto a CIPD qualification and must have undertaken an approved assessment in the last two years.

- International English Language Testing System (IELTS)

Foundation level programmes – a score of 5.5 overall with a minimum of 5.5 in each category.

- Test of English as a Foreign Language (TOEFL) internet based test

Foundation level programmes – a score of 71 overall with a minimum of 17 in each category.

- Pearsons Test of English

Foundation level programmes – a score of 50 overall with a minimum of 50 in each category.

- Cambridge proficiency or advanced tests Grade C or above or equivalent.



## Course Outline

Learners are required to complete a total of 8 units to receive the CIPD Level 3 Foundation Diploma in Human Resources Practice.



### 4DEP - Developing yourself as an effective HR Practitioner

- The knowledge, skills and behaviours to be effective in an HR role and the importance of CPD



### 3PRM - Supporting Good Practice in Performance and Reward Management

- Motivational theory's link to performance, reward, and business objectives



### 3HRC - Understanding Organisations and the Role of HR

- how HR activities support an organisation's strategy and assist in the achievement of business objectives



### 3RAI - Recording, Analysing and Using HR Information

- Understanding the important contribution that accurate data can make to the HR function



### 3RTO - Resourcing Talent

- Factors that impact on an organisation's resourcing and talent planning, and key knowledge and skills for recruitment and selection



### 3CJA - Contributing to the process of Job Analysis

- Principles of job design and the various uses of job analysis



### 3SCO - Supporting Change in Organisations

- Understanding the change process to support the organisation and its employees



### 3LCM - Supporting Individual Learning through Coaching and Mentoring

- Shows you how you can use coaching and mentoring models and techniques to support learning

## Frequently Asked Questions

All your questions about the new qualifications answered - Find out [here](#)



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