

CIPD Level 3 Foundation Certificate in People Practice

Nothing builds confidence and credibility like a qualification. Strengthen your knowledge of HR and L&D and develop the practices and skills you'll need as a people practice professional.

Whether you'd like a refresher, you're looking to expand your knowledge, or you're starting a career in the people profession, the Foundation Certificate in People Practice will help you progress.



CIPD
Approved centre

Who is the CIPD?

CIPD is the leading professional accrediting body for HR and L&D with over 145,000 members worldwide and offers internationally recognised qualifications. As a CIPD Organisational Delivery Partner, we use our knowledge of learning design and delivery to deliver a top-tier experience for you.

20%

more -
that's the potential
earning increase for
Avado CIPD learners.

67%

of CIPD grads
land senior roles
to lead and drive
business impact

72%

of CIPD professionals
feel better prepared
to drive organisational
change

67%

of employers
prefer CIPD-qualified
HR candidates

You'll gain the capabilities you need to attract new talent and maintain your organisation's ability to do right by your people, or kick start your brand-new career.

No need to do anything – the CIPD will follow up with you directly.

Each unit typically takes about 6 to 8 weeks to complete with an assessment at the end of each unit. Your assessments are graded by Avado assessors and they'll also provide you with personalised feedback. You'll achieve the qualification by passing all unit assessments.

You'll then be able to get your associate membership, a cost you pay directly to the CIPD.

4 core units

Unit 1

Business, culture and change in context

You'll learn about...

- ✓ The external influences that impact businesses, including goal setting.
- ✓ How to define workplace culture and how people's behaviour shapes it.
- ✓ How organisations are whole systems and how your actions affect others.
- ✓ How people learn, adapt and develop in different ways.
- ✓ How people professionals impact people, and best to manage change.

Unit 2

Principles of analytics

You'll learn about...

- ✓ How evidence-based practice informs outcomes.
- ✓ How to use data to inform decision making and interpret financial information.
- ✓ The concept of creating value for both customers and stakeholders.
- ✓ The role of analytics and other technology in enhancing working practices.

Unit 3

Core behaviours for people professionals

You'll learn about...

- ✓ Developing insight into different approaches using ethical principles.
- ✓ Ethical values and how to contextualise them within your work.
- ✓ How to rectify issues and contribute opinions in a respectful and inclusive manner.
- ✓ Ways to recognise and accept your own mistakes and show empathy to others.
- ✓ Reflecting to consolidate and improve your knowledge, skills and experience.

Unit 4

Essentials of people practice

You'll learn about...

- ✓ Effective recruitment of individuals through the assessment of employee lifecycles.
- ✓ Different recruitment methods that support your application of skills.
- ✓ Ways of preparing material for job roles and how to attract candidates.
- ✓ How to shortlist candidates, hold interviews and the associated follow-up actions.
- ✓ Diversity and inclusion in recruitment, employee relationships, and performance.



Flexible delivery
with the structure to ensure you don't fall behind



Immersive online learning
with unique tools to save you time



Inspiring expert tutors
to guide you every step of the way



Learn with a cohort
of peers, and build your network

3 pathway units

Unit 1

Support informal and self-directed learning

You'll learn about...

- ✓ The concepts of self-directed and social learning and the theories behind them.
- ✓ The steps that organisations take to encourage learning.
- ✓ How digital innovations encourage and enable self-directed learning.

Unit 2

Design learning and development programmes to create value

You'll learn about...

- ✓ What needs to be considered when designing learning and development.
- ✓ Identifying and establishing learning and development needs.
- ✓ Completing a stakeholder analysis in relation to learning and development.
- ✓ How to design engaging learning and development solutions.

Unit 3

Facilitate structured learning and development activities for groups

You'll learn about...

- ✓ How to develop a range of personalised, accessible learning resources.
- ✓ Discussing facilitation techniques to support the needs of learners.
- ✓ The facilitation of learning and delivering inclusive activities that meet objectives (including in a face to face environment).
- ✓ The concept of 'transfer of learning' and the role of line managers.



1 of 2 available specialist units

Unit 1

Specialist employment law

You'll learn about...

- ✓ The purpose of employment regulation and the way it's enforced.
- ✓ The role played by the tribunal and courts in enforcing employment law.
- ✓ How the main principles of discrimination law.
- ✓ How to manage recruitment lawfully, and about managing employment rights.

Unit 2

Advances in digital learning and development

You'll learn about...

- ✓ The impact, risks and challenges of technological development.
- ✓ Creating engaging digital learning content and the systems for delivering learning.
- ✓ The skills required to facilitate online learning, including your development plan.

What you need to get started

- ✓ You must be over the age of 18
- ✓ You must have a solid grasp of the English language
- ✓ You must have a Level 2 qualification
- ✓ Entry-level experience is helpful but not required. Enthusiasm for working as an HR officer is ideal.
- ✓ You must have access to a computer or other internet enabled device and a reliable internet connection, plus basic computer skills
- ✓ To receive the certificate qualification, you must be registered and pay your CIPD membership

Why HR professionals choose Avado

1

Proven track record

With over 20 years of experience, Avado has trained over 50,000 hr professionals. As one of the largest CIPD training providers and an exclusive Organisational Development Partner (ODP) with CIPD, we are passionate about inspiring learning that works, and have received numerous awards for our impactful online programmes.

2

Expertly crafted learning

Our learning content is developed by expert learning designers, offering high-quality, interactive resources tailored into meaningful learning journeys.

3

Cutting-edge virtual learning campus

Our Online Hub sets the industry standard, providing a seamless experience with engaging bite-sized course materials to make learning effortless. Access learning material and tools 24/7, fitting study around your work and life commitments.

4

Industry-leading tutors

Our tutors are industry-leading professionals with unparalleled experience, as reflected in our outstanding TrustPilot reviews.

5

Networking opportunities

Our courses are designed to foster group learning and collaboration, providing numerous networking opportunities for our students.

6

Personalised Support with AI Assistance

We blend human expertise with AI-driven support. Our expert tutors handle academic queries, and our administrative team is always ready to help. Ava, our advanced virtual assistant, communicates in multiple languages, integrates with Avado's knowledge base, tracks progress, and accesses extensive CIPD resources.

7

QuickScore intelligent assesment support

QuickScore simplifies learning by clarifying CIPD criteria and providing real-time feedback on assessments. This AI tool offers personalised guidance and directs learners to essential resources within Avado's learning hub, reducing worry about the critical assessment part of the qualification.

8

Avado Connect: Nextwork, learn and grow after you graduate

Our commitment to your professional growth extends beyond your course duration. All Avado learners and grads gain exclusive access to AvadoConnect, where you can participate in monthly masterclasses, network with over 1000 HR professionals, explore job opportunities, and access perks from our partners.



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Career paths

L3 Roles: HR administrator, HR assistant, HR officer

Estimate Salary in London: £25,000 - £35,000

Estimate Salary UK nationwide: £20,000 - £28,000

L5 Roles: HR Business Partner, HR Manager

Estimate Salary in London: £50,000 - £80,000

Estimate Salary UK nationwide: £38,000 - £60,000

L7 Roles: HR Director, Chief HR Officer

Estimate Salary in London: £85,000 - £150,000

Estimate Salary UK nationwide: £60,000 - £120,000

Referenced from the Hays Human Resources Salary Guide 2024.
Typical salaries across regions and sectors.



We are Avado

Avado is a people powered transformation partner creating tangible and measurable impact for people and organisations. We equip a diverse pool of UK talent with the skills they need to power both their own growth and that of their organisations.

True transformation isn't digital, it's human

That's why we focus on inspiring the people who power an organisation. The people who bring your workplace culture to life.

The people who make a real difference to your future. So whatever your business, you can rely on our learning and development experiences to ensure everyone has the skills they need in this fast-moving world.

Get in Touch



Trusted by thousands of HR professionals from the world's leading brands



Official Partner

