

CIPD Foundation Certificate in people practice

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



CIPD
Approved centre

Shape your future. Choose a qualification that connects you to:

Specialist knowledge to help you drive change

A clear path towards leadership roles

A life-long career partner – with CIPD membership

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 perform effectively
- the ability to add value to 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
- 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

This qualification leads to CIPD Foundation Membership which means you will be able to include the designation 'Foundation CIPD' after your name. Achieving this membership status shows your commitment to the people profession and lets others know that you have studied the fundamentals of People Practice

Support for your studies

All our delivery options include 1:1 support from a dedicated expert personal adviser. You will also have access to our VLE with everything you need to complete your studies including study guides, recorded webinars and downloadable course materials.

Delivery options



Live online workshops -

Interactive group learning. An ideal learning environment in which expert trainers present and facilitate practical activities, encourage group discussions and collaborative learning and offer opportunities for networking.



Tailored approach – we are one of the few study centres approved to offer an approach which combines evidence of your own relevant workplace practice, with tailored learning and assessment content, to gain your qualification.



100% online - 24/7 online learning. You can work at your own pace from home or the office and access materials on the go if needed.



Fast Track - our accelerated learning programme has been developed to get experienced HR professionals through their qualification as quickly as possible, without compromising on the level of quality support.

At a glance

This course covers:

- Business, culture and change in context (3CO01)
- Principles of analytics (3CO02)
- Core behaviours for people professionals (3CO03)
- Essentials of people practice (3CO04)

[view unit descriptors >](#)

Why choose Reed Learning

- **Flexible**
fully flexible delivery options and start dates
- **Dedicated**
dedicated personal adviser throughout your programme
- **Learn from experts**
100% CIPD qualified with strategic and practical HR experience
- **Learning environment**
24/7 support via our virtual learning environment
- **High pass rate**
high pass rates and outstanding rating for quality assurance
- **Payment plan**
flexible interest free payment plans up to 12 months for self funders
- **Delivery methods**
online, live workshops or tailored programmes
- **Excellent service**
our customer service levels are second to none
- **Get qualified quickly**
work at your own pace to get qualified quickly

