

## **Chartered Institute of Personnel & Development Foundation Human Resources Practice Level 3 Qualification**

These qualifications now reflect the changes made to the Learning & Development (L&D) optional units.

- **An Award** - a unit is achieved
- **A Certificate** - 28 unit credits are achieved, 10 unit credits from the core units and 18 unit credits from the optional units. A maximum of 6 unit credits may be selected from the L&D units.
- **A Diploma** - 37 unit credits are achieved, 10 unit credits from the core units and a further 27 unit credits from the optional units. A maximum of 6 unit credits may be selected from the L&D units.

These qualifications are suitable for:

- are aspiring to, or embarking on, a career in Human Resources
- are already working in the field of Human Resource or L&D and aim to develop their understanding of organisations and the organisational context of Human Resources

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**Certificate in Human Resources Practice**

Needs to have 10 Credits drawn from the core units and a further 18 Credits from the optional units.

Code	Unit title	Credit value	
<b>Core Units for the Certificate in Human Resource Practice</b>			
4DEP	Develop yourself as an effective HR or LD practitioner	4	
3HRC	Understanding organisations and the role of human resources	4	
3RAI	Recording, analysing and using human resources information	2	
		Total credits: 10	
<b>Optional units for HR practice</b>			
3RTO	Resourcing talent	3	6
3MER	Supporting good practice in managing employment relations	3	6
3PRM	Supporting good practice in performance and reward management	3	6
3CJA	Contributing to the process of job analysis	3	3
3SCO	Supporting change within organisations	3	3
<b>Optional Units in Learning &amp; Development Choose a maximum of 6 credits</b>			
3LDN	Identifying Learning and Development Needs	3	
3DES	Designing Learning and Development Activities	6	
3DEL	Delivering Learning and Development Activities	6	
3ELD	Evaluating Learning and Development Activities	3	

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**Diploma in Human Resource Practice**

Needs to have 37 Credits - 10 from the core units and a minimum of 28 from the optional units.

Code	Unit title	Credit value	
<b>Core Units for the Diploma in Human Resource Practice</b>			
4DEP	Becoming an Effective Learning and Development Practitioner	4	
3HRC	Learning and Development and the Organisation	4	
3RAI	Identifying Learning and Development Needs	2	
		Total credits: 10	
<b>Optional units for HR practice</b>			
3RTO	Resourcing talent	3	6
3MER	Supporting good practice in managing employment relations	3	6
3PRM	Supporting good practice in performance and reward management	3	6
3CJA	Contributing to the process of job analysis	3	3
3SCO	Supporting change within organisations	3	3
<b>Optional Units in Learning &amp; Development Choose a maximum of 6 credits</b>			
3LDN	Identifying Learning and Development Needs	3	
3DES	Designing Learning and Development Activities	6	
3DEL	Delivering Learning and Development Activities	6	
3ELD	Evaluating Learning and Development Activities	3	