

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	
Core Units for the Certificate in Human Resource Practice			
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	
Optional units for HR practice			
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
Optional Units in Learning & Development Choose a maximum of 6 credits			
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	
3LCM	Supporting Individual Learning through Coaching and Mentoring	6	

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Diploma in Human Resource Practice

Needs to have 37 Credits - 10 from the core units and a minimum of 27 from the optional units.

Code	Unit title	Credit value	
Core Units for the Diploma in Human Resource Practice			
4DEP	Becoming an Effective Learning and Development Practitioner	4	
3HRC	Learning and Development and the Organisation	4	
3RAI	Recording, analysing and using human resources information	2	
		Total credits: 10	
Optional units for HR practice			
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
Optional Units in Learning & Development Choose a maximum of 6 credits			
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	
3LCM	Supporting Individual Learning through Coaching and Mentoring	6	