



**Kick-start your career with confidence and choose a qualification connecting you to:**

- the real world of work
- practical solutions to today's business challenges
- a brighter professional future.

## Foundation Certificate in People Practice

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

This entry-level qualification is perfect if you're working in, or looking to find, your first role in the people profession. It'll provide you with:

- a solid grounding in people practice
- the knowledge, skills and behaviours to deliver tasks benefiting 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 Office
- Recruitment Coordinator
- Organisational Development Officer
- Learning Administrator
- Reward or Benefits Administrator
- Talent Coordinator.

# Lay the foundations for a bright future

## What will you learn?

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 scenarios, acquiring core behaviours taken from the CIPD's Profession Map, which is based on the cumulative insights of thousands of experts.

Our qualifications set the international standard for people professionals. You'll gain the confidence to drive your career forward and the recognition needed to connect to the role you've always dreamed of.

## CIPD membership

CIPD membership gives you a badge of professionalism that's internationally recognised. It shows your knowledge and commitment to the people profession.

Once you register for a qualification, you'll join the CIPD as a Student Member. We'll support and encourage you throughout your studies, help you grow in confidence and have impact. You'll have access to our expert research, journals, factsheets, helplines and online communities to help build your network.

You'll be awarded CIPD Foundation Membership when you complete your qualification, and can use the designation Foundation CIPD after your name. This establishes your credibility in the people profession. It shows you're serious about your development and that you have a strong base of knowledge to build on.

## At a glance

This qualification covers:

- business, culture and change in context
- principles of analytics
- core behaviours for people professionals
- essentials of people practice.

# Ready to start joining the dots to your professional future?

Choose the qualification that connects. Choose the CIPD.

# CIPD

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Find out more at [cipd.org/uk/qualifications](http://cipd.org/uk/qualifications)

This qualification is Regulated Qualifications Framework (RQF) Level 3 in England and Northern Ireland. Credit and Qualifications Framework (CQFW) Level 3 in Wales. Comparable to Level 5 in Ireland, Level 6 in Scotland, Level 4 European Qualifications Framework (EQF).