



CIPD Foundation Certificate in People Practice Level 3 - BU302

This course is funded by Liverpool City Region Combined Authority's Adult Skills Fund.

This course serves both as a preparatory course for entry onto the Chartered Institute's Professional Programme and as a nationally recognised personnel qualification.

COURSE DETAILS

This course is intended for people who currently work within a human resource or personnel capacity within an organisation. Those people who have had some supervisory experience, training or trade union experience may also find it relevant to their learning needs. The course consists of the following units:

- Business, culture and change in context
- Principles of analytics Core behaviours for people professionals
- Essentials of people practice

The course will consist of an exploration of these topics as well as providing a significant skills development component.

Pattern of Study: The course will require you to attend one evening per week plus a study block lasting one full day (six per year).

TIMETABLE INFO

Thursday evening.

Start Date: 9th January 2025

ENTRY GUIDELINES

To study a Level 3 qualification, you will need:

A minimum of 5 GCSEs at Grades 4-9 including English and/or Maths (or L2 Functional Skills in English and/or Maths)

OR

A relevant Level 2 qualification and English or Maths at Grade 4 or above (or L2 Functional Skills in English and/or Maths)

Satisfactory interview and/or assessment

If English is not your first language, you may need an assessment before enrolling on this course. To discuss further, please contact the ESOL department on 0151 551 7144.

ASSESSMENT METHOD

There will be a programme of assignments, exercises, presentations and observed practical activity within the various modules. In addition to these you will be required to produce a Portfolio.

ADDITIONAL INFORMATION

In addition to the college course fees students will also need to join the Chartered Institute of Personnel and Development and pay the appropriate membership fee direct to CIPD.

Students will also need to attend a day study block.

Individually arranged tutorials take place on a rota basis on Thursdays between 17.00-18.00 hours.

WHERE CAN I PROGRESS TO?

The qualification is widely recognised in the personnel field and offers progression to CIPD Intermediate Certificate Level 5 on successful completion of the CIPD Certificate Level 3 qualification.

Explore potential careers via [Career Match](#) — it provides current local data on wages and employment prospects.

WHEN DOES THIS COURSE RUN?

CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
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CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	10th Sep 2025	Part Time	BU302-25	
<p>If you are aged 19 or over:</p> <p>Fee : £1265.00</p> <p><i>The fee quoted is for the academic year 25/26.</i></p>				

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 12th July, 2025 and may be subject to change.