

CIPD Foundation Programme

CIPD Foundation Certificate in Human Resource Practice (CHRP)

The Certificate in HRP is a professional qualification which will provide a firm foundation in all areas of HR including its impact on business sustainability. It will help you develop practical skills and give you the confidence to be more effective at work and add value to your HR function.

Who is this course aimed at?

- Those who are new to HR
- People who are interested in a move into HR
- Those who are working in HR in a support role and wish to develop their knowledge and skills to further their career
- Line Managers who are actively involved in HR and those who have responsibility for HR activities and decisions within an organisation without a specialist function.

Programme Content

The CHRP is a foundation level qualifications (equivalent to NVQ 3). It is modular comprising of 3 Core Units and a choice of 3 out of 4 Optional Units (subject to availability).

Core Units:

- Developing yourself as an effective HR practitioner (4DEP)
- Understanding organisations and the role of HR (3HRC)
- Recording, analysing and using HR information (3RAI)

Optional Units:

- Supporting good practice in managing employment relations (3MER)
- Supporting good practice in performance and reward management (3PRM)
- Resourcing Talent (3RTO)
- Supporting individual learning through coaching and mentoring (3LCM)
- Supporting change within the organisation (3SCO) (Diploma only)

A Diploma in HR Practice

If you are interested gaining the Diploma in HRP you must study all of the optional units above.

Awards in HR Essentials

Alternatively, you can choose to study individual units in HR to gain an Award.

How are the Foundation programmes assessed?

The Foundation programme will be assessed by a mix of methods including assignments, presentations, case studies and competence assessment. The assessment approaches used will complement your chosen units and will be agreed at your pre-induction session and documented on your Individual Learning Plan.

Method of Learning/Duration

The CHRP certificate will take on average 9 -12 months to complete. The main methods of learning will be a mix of self study from CIPD approved flexible learning materials, group workshop sessions and individual tutorials. Additional tutor support will also be available via phone and email.

CIPD Foundation Programme Fee Structure

Programme fees for candidate:

CIPD Foundation Award in HR Practice (1 unit)	£600
CIPD Foundation Certificate in HR Practice (28 credits)	£2500
CIPD Foundation Diploma in HR Practice (37 credits)	£3200
Additional units (from, per unit)	£400

All fees are plus VAT

Programme fees include:

- Individual interview session to agree Individual Learning Plan (ILP)
- CIPD approved flexible learning materials for each of the units enrolled for plus the overall recommended course text book
- Attendance at the agreed workshops for each unit plus on-going tutor support
- Assessment and verification of each completed unit
- CIPD registration and certification

We can arrange for individual payments schedules to help spread the cost of these fees. Please contact to the Programme Manager to discuss what would suit you.

Additional information:

- Foundation Certificate and Diploma students must enrol for membership with CIPD – membership fees payable direct to CIPD