

Would you like to work as an HR Professional?

Certificate in Human Resource Practice (Level 3)

- ✓ Gain a highly regarded industry standard qualification in just 4 weeks!
- ✓ An excellent foundation course for further development into other HR related qualifications
- ✓ Outstanding value for money as this is a Contract Funded course
- ✓ Begin your journey towards full CIPD membership

Who is the course for?

- ◆ Anyone planning to embark on a new career within Human Resources
- ◆ Ideal for those who have HR experience within the military but also for anyone who has administrative or management experience and would like to work within HR or who will be managing staff.
- ◆ This is a highly intensive course and as it is at level 3 all applicants should be numerate and literate to at least level 2
- ◆ All Service leavers must obtain current CIPD membership prior to attending



Course Structure

Delivered over a period of 4 weeks, all Service leavers will gain:

- ✓ A sound understanding of the knowledge, skills and behaviour required of a professional HR practitioner, whether their role is generalist in nature or specialist
- ✓ An understanding of how HR activities support an organisation's strategy and assist the achievement of business objectives and how these are shaped by internal and external factors
- ✓ The ability to analyse HR information and present findings to inform decision-making

During the course you will be given 13 assessments, some of which will require work upon completion of the formal training. **Therefore significant out of hours work will be required. There are no examinations.**

What support will I receive?

- ◆ Subject matter specialist tutors are on hand throughout the course to offer expert help and advice
- ◆ The lead instructor is available post course to help with assignment queries
- ◆ All notes are provided during the course
- ◆ All students receive a recommended reading list prior to starting the course



Further Study

- ◆ For those who wish to advance their study further, CTP delivers the Intermediate Certificate in HR Management Level 5
- ◆ The Level 3 Award in Education and Training may complement this training, as HR staff will regularly assist with organising training and presentations in a company.
Other related courses delivered by CTP include:
- ◆ Financial Management and Accounting
- ◆ IOSH Managing Safely

Employment Opportunities

There are thousands of HR related jobs available UK wide to those who have relevant experience and a CIPD qualification

Available employment roles include:

- ◆ HR Administrator
- ◆ HR Advisor
- ◆ HR Manager



Course Fees and How to Fund



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|------------------------|----------------|
| Course Cost: | £534.00 IRTC |
| Assessment Fees: | £325.00 |
| (CIPD Registration fee | £190.00) |
| Total cost: | £325.00 |

This is a contract funded course therefore Course cost (listed above) will be taken directly from your IRTC grant. The Assessment fees are paid directly to the Course Booking and Information Centre by credit or debit card.

All attendees must have obtained CIPD membership prior to attending this course. Membership is currently available directly with CIPD see here: <https://www.cipd.co.uk/studentregistrationonline>

*Non members cannot be certified

To book your place on this course, contact us today
01252 954007 | CourseBookings@ctp.org.uk