



CIPD



CHRP

CIPD level 3 Foundation Certificate
in Human Resource Practice (CHRP)

Working in Partnership with Bridgwater and Taunton College and the CIPD



Rebecca Bevins HR Consultancy,

24 Garrett Road, Lynx Trading Estate, Yeovil, Somerset, BA20 2TJ

www.rebeccabevins.co.uk | admin@rebeccabevins.co.uk

For further details:
call 01935 411 191



Programme Overview

We are delighted to be delivering the CIPD Level 3 Certificate in Human Resources Practice working in partnership with Bridgwater and Taunton College to bring you a programme of learning delivered by HR Consultants working in the HR sector.

Our programme will be delivered by experienced and practicing HR professionals from Rebecca Bevins HR Consultancy Ltd. All structured sessions will be led by a consultant who has a wealth of knowledge gained in industry and can bring the subject matter to life.



CIPD Foundation level qualifications are perfect if you want to acquire a wide range of relevant practical skills in Human resources (HR) or Learning and Development (L&D). These qualifications are designed to support your career development in either HR or L&D by providing a foundation for you to build on and introducing you to the knowledge and capabilities needed by today's professionals.

Course content will be delivered in day-long sessions once a month. Outside of these hours the learners will be required to complete study in their own time. The learners enrolled on the course will not only have access to the College intranet site and all the facilities therein but will also be invited to join a private LinkedIn group giving them the facility to contact Tutors and other learners for help and support outside of normal college hours.



Course Details

The course requires a total of 280 hours of study, with 140 hours of study will be direct lead study-delivered during the day long sessions. 140 hours of study will be self-lead study.

The course total is 28 credits, 10 of these credits will be gained from the core study units and 18 will be gained from the optional study modules.

For enquiries regarding the course please contact the RBHR Consultancy team:

T: 01935 411191 | E: admin@rebeccabevins.co.uk | W: www.rebeccabevins.co.uk

What makes the CIPD Level 3 programme at Bridgwater and Taunton College different?

Bridgwater and Taunton College has an excellent reputation both regionally and nationally as a highly successful provider of education and training. The College:



- Is a Learning and Skills Beacon status College,
- Has been designated an Outstanding College by Ofsted,
- Received 13 National Beacon Awards in recent years,
- Meets the Matrix Standard for information, advice and guidance services.

Our examination and course results consistently place us amongst the best of all education and training providers in the South West. As part of this strategy, to ensure professional qualifications are delivered in line with current industry practices, Bridgwater and Taunton College are delighted to be working in partnership with Rebecca Bevins HR Consultancy to bring you a programme of learning delivered by leaders in this sector.

The RBHR Difference

As part of the learning experience, we plan to add value through our workshops and seminars.

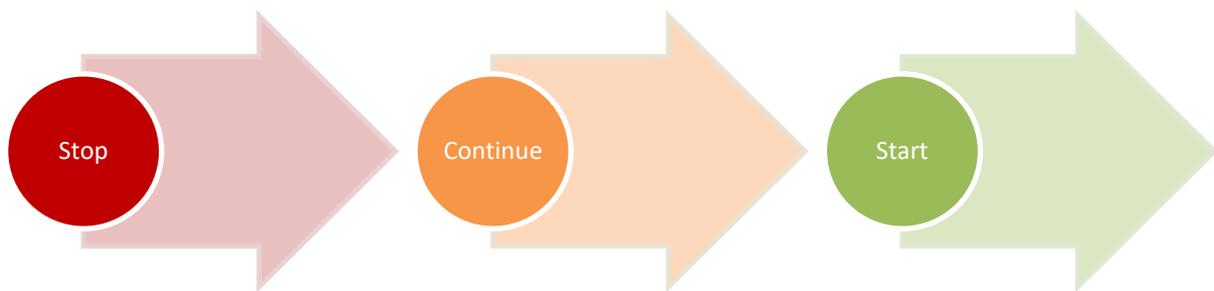


You will be made aware of and invited to attend any free seminars and workshops delivered by RBHR. Workshops will be interactive and focused on developing practitioner skills, offering practical advice on resolving HR related issues, supporting the academic leaning, and a great benefit to your studies.

All sessions are delivered by RBHR Consultants, discussing real life issues, reflecting on case law outcomes all helping to more easily draw the links between your academic studies and the practitioner skills needed in the workplace.

As part of the overall training package, we offer the following benefits to learners:

Reflective Practice - After each workshop we ask learners to reflect on what they have learnt, update their development log/plan and consider what they will Stop, Continue and Start doing. This can be a great discussion piece for one to one meetings with managers back at work, appraisals and more. These commitments are then revisited at the start of the next session, which gives the delegate an opportunity to discuss the progress they have made with the rest of the group.



Quick Query Helpline - We are committed to the development of our learners both within *and* outside of the formal training sessions. As such, we provide you with access to our work line should they wish to discuss elements of the course, or any management problems that you may be facing outside of normal course hours. We are happy to answer quick queries and provide advice and guidance that aids in the learners ongoing development, and can also signpost them to other sources of professional advice and guidance as appropriate.



Private Discussion Group - We are also able to set up a private LinkedIn group for learners to join in order to provide them with a platform to discuss their development and management issues.



This has proven useful for delegates on our other programmes, who have been able to freely exchange ideas, thought-provoking articles, and other materials in a professional, secure setting.

Course Modules

The course is made up of six carefully selected units to give learners a broad overview of HR practice. These seven units are made up of three core and three additional units.

Core Units:

Developing Yourself as an Effective Human Resources or Learning and Development Practitioner (4DEP)	
Purpose and aim of unit	Learning outcomes
<p>The CIPD has developed a map of the HR profession (HRPM) that describes the knowledge, skills and behaviours required by human resources (HR) and learning and development (L&D) professionals.</p> <p>This unit is designed to enable the learner to develop a sound understanding of the knowledge, skills and behaviour required of a professional practitioner, whether their role is generalist in nature or specialist, for example L&D. It will enable learners to develop a personal development plan, following a self-assessment of learning and development needs that meet their personal and professional requirements.</p>	<p>On completion of this unit, learners will:</p> <ol style="list-style-type: none"> 1. Understand the knowledge, skills and behaviours required to be an effective HR or L&D practitioner. 2. Know how to deliver timely and effective HR services to meet users' needs. 3. Be able to reflect on own practice and development needs and maintain a plan for personal development.

Using the [HR Profession Map \(HRPM\)](#) this module focuses on developing a foundation of knowledge and skills required to be an effective practitioner.

We look at efficient and effective delivery of core HR services that are suited to customer needs and introduce the idea of reflective practice that will feature throughout the entire programme, being tracked and developed through your own individual development plan.



Understanding Organisations and the Role of Human Resources (3HRC)

Purpose and aim of unit	Learning outcomes
<p>This unit provides an introduction to the role of human resources and learning and development (HR/L&D) operations within an organisation and environmental context.</p> <p>By the end of this unit the learner will have developed their 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.</p>	<p>On completion of this unit, learners will:</p> <ol style="list-style-type: none"> 1. Understand the purpose of an organisation and its operating environment 2. Understand the structure, culture and functions of an organisation 3. Understand how HR activities support an organisation

In this module we focus on drawing the links between HR and organisational strategy and business objectives and how HR is key to delivering these through its people.

We take a look at the operational environment and develop understanding of structure and culture and how this shapes the organisation.



Recording, Analysing and Using Human Resources Information (3RAI)

Purpose and aim of unit	Learning outcomes
<p>This unit develops the learner’s understanding of the important contribution that accurate data, whether stored manually or electronically, can make to the human resources (HR) or learning and development (L&D) function. It covers the legal implications of storing personnel data and will enable the learner to record data and information and to interpret, analyse and present information clearly and accurately in an appropriate format in support of decision-making to meet organisation-wide objectives and support L&D solutions for individuals and groups within the organisation.</p>	<p>On completion of this unit, learners will:</p> <ol style="list-style-type: none"> 1. Understand what data needs to be collected to support HR practices 2. Know how HR data should be recorded, managed and stored 3. Be able to analyse HR information and present findings to inform decision-making

HR metrics and data are key to an efficient and client focused HR delivery, in this module we take a look at how metrics support HR practices. We take a look at methods to interpret, how to analysis and present HR information to both clearing feedback findings and inform decision making within the business.

We also look at the legal requirements and implications for data storage.



Additional Units

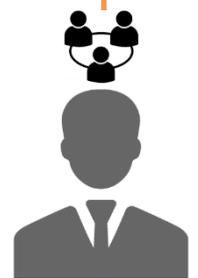
Resourcing Talent (3RTO)	
Purpose and aim of unit	Learning outcomes
<p>Organisational success depends on having the right skill mix. This unit provides an introduction to the resourcing and talent planning process. Studying this unit will enable learners to understand the factors that impact on an organisation's resourcing and talent planning activities. They will learn about the relationship between recruitment and selection by identifying the key stages in each separate but related process. The benefits to the organisation of attracting and retaining a diverse workforce will be emphasised. They will be able to make a positive contribution to the recruitment and selection process by developing their knowledge and skills in defining and writing job descriptions, contributing to the job advertisement process, short listing, conducting face-to-face or telephone interviews and contributing to job offer and rejection letters. Key legislation pertaining to recruitment and selection will be covered. Finally, they will also learn more about good practice in employee induction and retention and the importance of collaborative working with other stakeholders.</p>	<p>On completion of this unit, learners will:</p> <ol style="list-style-type: none"> 1. Be able to explain the factors that affect an organisation's talent planning, recruitment and selection policy 2. Be able to identify appropriate recruitment and selection methods 3. Be able to contribute to the recruitment and selection interviewing process for a job role 4. Understand the importance of effective induction.

In this module we walk learners through the end to end resourcing activities completed by HR teams. Beginning with initial candidate attraction strategies, methods to identify and select candidates, making offers and rejecting unsuccessful candidates, through to induction of new starters drawing links with retention.



Supporting Good Practice in Managing Employment Relations (3MER)	
Purpose and aim of unit	Learning outcomes
<p>Managing the employment relationship effectively is a key part of the role of the human resources (HR) practitioner. This unit aims to introduce a number of aspects of this task and to provide an introduction to employment law within the context of employee relations. It starts with an explanation of the employment relationship and the key parties that are involved within it. It then focuses on different aspects of HR activity, looking at good practice and legal requirements within each activity.</p> <p>It is recognised that learners need to have a basic understanding of employment law to enable them to operate effectively. The unit assumes no prior understanding of employment law.</p>	<p>On completion of this unit, learners will:</p> <ol style="list-style-type: none"> 1. Understand the impact of employment law at the start of the employment relationship 2. Understand the main individual rights that the employee has during the employment Relationship 3. Understand the issues to address at the termination of the employment relationship.

Employee relations and supporting the management of the employee throughout the employment life cycle is bread and butter for HR professionals, so we guide you through this module and plan to support the learning experience with invitations to additional workshops/events we are running to enrich classroom discussions and further develop your practitioner skills.



Supporting Good Practice in Performance and Reward Management (3PRM)

Purpose and aim of unit

This unit provides an introduction to the purpose and processes of performance and reward management and the role of human resources (HR) in promoting and supporting good practice. Studying this unit will enable learners to develop their understanding of how motivational theories and associated tools can be used within the context of performance and reward management and how these can have a positive impact on an organisation's business objectives. It also provides an overview of appropriate skills and good practice associated with performance management reviews and follow-up and the data management aspects.

Additionally learners will understand the role of financial and non-financial benefits and important determinants of reward decisions. On completion, learners should feel more confident in providing first-line support to managers and employees on the subject of performance and reward management.

Learning outcomes

On completion of this unit, learners will:

1. Be able to explain the link between organisational success, performance management and motivation.
2. Be able to explain the relationship between performance management and reward.
3. Be able to contribute to effective performance and reward management in the workplace.
4. Be able to conduct and reflect upon a performance review

We guide you through this module using real examples of how to implement change programmes (including how not to!) and develop insights into how change can impact employees and how to support them through the transition.



RBHR Training Vision and Values

Our Vision:

To deliver truly exceptional training that provides delegates with the skills they need to not only succeed, but flourish in the working environment. We believe that the benefits of effective training are not only shown within the individual, but also cascade through the organisation as a whole. As such, RBHR views all training projects as an opportunity to add value to organisations, and to provide a real return on investment that cannot be replicated by our competitors.



Our Values:

Great training starts with a great trainer



- In order to ensure that the training we deliver is truly exceptional every one of our trainers undergoes constant CPD, keeping themselves up to date with all aspects of HR and Management.
- Every trainer within the business has completed a Level 3 award in Education and Training to ensure they have a solid academic foundation on which to build their training style and approach.
- We believe that it's best to have a diverse team with a diverse set of strengths, meaning that we can tailor our trainers to an organisations specific training needs.
- To provide *real* training it's not enough to have a purely academic or theoretical understanding of Management and HR, so each of our trainers continues to actively work within our Resourcing and HR Consultancy teams to ensure they are on the cutting edge of their profession.

Involvement and inclusion should be at the heart of all training

- We believe that delegates get the most out of training that they can actively contribute towards, so we ensure that each training session we deliver includes an appropriate amount of group discussion and interaction.
- Everyone can benefit from effective training, so when we deliver our training we consider our delegate's development level, learning style, personality type, and additional learning needs to ensure that they get the most from the experience.

Diversity should be celebrated – one size does not fit all!

- Diversity not only includes individual differences in delegates, but also differences within the businesses we support. We believe that no two businesses are the same, so no two training sessions should be the same!
- Our trainers approach topics in a pragmatic, realistic way, taking into account the actual challenges that organisations face, and using real life examples of how to overcome those challenges within different (and varied) business sectors. We don't believe that every problem has only one correct solution, so we work with delegates to find solutions that are right for them, and their organisation as a whole.
- We understand that training needs will vary greatly between organisations, so we take a collaborative approach in order to provide flexible and adaptive training solutions.

Support shouldn't be time-restricted

A great trainer's job does not finish at the end of a designated training session. We understand that delegates will often have queries outside of normal training sessions, so we offer telephone support to these delegates during operational hours.



Testimonials

Please visit our website <http://www.rebeccabevins.co.uk/testimonials/> to see what our customers say about us.



Training Testimonials

"We have been involved with Rebecca Bevins HR Services since the first cohort of trainees commenced the 'Managers Development Program'. Since then, a number of staff from a variety of positions within the service have taken part in the program.

In all cases we have seen a notable improvement in their performance, resulting from improved confidence, understanding of the business and subsequently a more positive approach to their work and that of the team. I wholeheartedly recommend the program and we look forwards to continuing to develop the capacity and potential of our team through working with RBHR."

Chris Cooper, South Somerset District Council



GARADOR

"I have enjoyed the course and feel it has equipped me to better fulfil my role at work"

Dave Burton, Garador

"The programme has made a very big difference to how I run my department."

Glenn Ford, South Somerset District Council



"100% it has made me a better person to work with."

Richard Bulgin, Radfords Fine Fudge



Wellington Scaffolding

"Simplified and informed what we need to change/enforce."

Danielle Wendt, Wellington Scaffolding

WELLS CATHEDRAL STONEMASONS

"I feel more confident in what I'm discussing and that I'm doing it right."

Kerry Willcox, Wells Cathedral Stonemasons



Rebecca Bevins HR Consultancy,
 3 Boundary Way, Lufton Trading Estate, Yeovil, BA22 8HZ
www.rebeccabevins.co.uk | admin@rebeccabevins.co.uk

For further details:
 call 01935 411 191

Click to view our other programmes <http://www.rebeccabevins.co.uk/events/>

Pricing

The course is priced competitively at

£1,995

CIPD

What's included in the price?

- All course and assessment fees

Please note: Learners may be eligible for help towards the cost of the course through government student loan schemes. Please contact Bridgwater and Taunton College for more information or visit:

www.gov.uk/student-finance

For enquiries regarding the course please contact

RBHR Consultancy Team

RRHR, 3 Boundary Way, Lufton Trading Estate, Yeovil, BA22 8HZ

T: 01935 411191

E: admin@rebeccabevins.co.uk

Bridgwater & Taunton College, Wellington Road, Taunton, Somerset,
TA1 5AX

T: 01278 441234

E: info@bridgwater.ac.uk

Rebecca
Bevins
HR Consultancy



BRIDGWATER
& TAUNTON
COLLEGE