

Qualification training

Foundation Certificate in People Practice

CIPD L3

CIPD Level 3 Foundation Certificate in People Practice

Training for those starting in HR or L&D: business context, culture and change, the principles of analytics, professional behaviours, and everyday practice from recruitment to employee relations.

Delivered by Vertex Business, a professional certification training provider.



4 units

all mandatory



Assignment-based

no final exam



HR and

learning and
development



Plan with us

before you enrol

Program details and enrolment

vertexbusiness.xyz/programs/cipd-l3?lang=en

A first structured qualification in people practice.



About the training

The qualification covers a practitioner's first-year needs: how the business environment shapes the organization, reading people data, acting professionally, and the basics of recruitment, performance, learning and employee relations. The training prepares you to write CIPD assignments with real workplace examples.

The qualification at a glance

4	24	240
units	credits	hours
all mandatory	qualification value	total qualification time

Per CIPD's qualification specification, version 2.3, February 2026. Total qualification time includes guided learning, self-study and assessment.

How it is assessed



Assignments set by CIPD

Each unit has a written assignment, not a multiple-choice exam.



A result per unit

The centre marks, CIPD samples; pass or fail.

WRITTEN ASSIGNMENTS

How to write an answer that meets the criteria

01

Read the criterion

What is asked: explain, compare or evaluate?

02

Use a real example

From an organization you know, not a generic definition.

03

Support with evidence

A source, data point or clear effect for each point.

For those starting in HR, or moving into it.



This suits you if you:

- ✓ **Are new to HR or L&D**
And want a sound foundation rather than learning by trial alone.
- ✓ **Are moving from another field**
And need a framework that explains people practice.
- ✓ **Are a new team manager**
And want to understand your responsibilities to staff.
- ✓ **Plan a CIPD pathway**
And want to start at Level 3 before Level 5.



Roles at this level

Illustrative entry roles that use this knowledge; hiring requirements vary by employer.

- ✓ **HR assistant**
Manages employee records and daily procedures.
- ✓ **HR coordinator**
Coordinates interviews, onboarding and requests.
- ✓ **Training coordinator**
Organizes programs, attendance and evaluations.
- ✓ **Personnel officer**
Answers staff queries and applies policies.

REGISTRATION AND MEMBERSHIP

Before you register

No formal entry requirements

CIPD requires no prior qualification or experience; learners are 16 or older.

Membership

CIPD membership is required throughout study, with Foundation membership on completion.

Study centre

Registration and assignment assessment go through a CIPD-approved study centre.

Qualification details on CIPD's official page [↗](#)

The four units of the qualification

The qualification has four mandatory core units. The largest, Essentials of people practice, carries eleven credits.

Core units

3CO01 Business, culture and change in context

External factors and the organization

Culture and structure

The practitioner's role in change

3CO02 Principles of analytics

Types and sources of people data

Reading and presenting data

Ethics and data protection

3CO03 Core behaviours for people professionals

Ethics and integrity

Working inclusively

Continuing professional development

3CO04 Essentials of people practice

Recruitment and selection

Performance and learning

Employee relations and law

Level 3 or Level 5?

	Level 3	Level 5
Qualification	Foundation Certificate	Associate Diploma
Units	4 mandatory	3 core + 3 pathway + 1 optional
Credits	24	42
Membership on completion	Foundation	Associate
Typical duration	8–12 months	12–16 months

Source: CIPD qualification specifications, February 2026 (Level 3 v2.3, Level 5 v2.6). Items under each unit are an illustrative summary.

Every unit is written about a workplace situation.

Each unit moves from the concept to a real workplace example, then to drafting the assignment answer.

01 Context and change

How technology, markets and regulation change how the organization works, and HR's role in that.

Applied example Leave requests move online and employees resist.

02 Data and professional behaviour

Reading simple indicators such as turnover and absence, and acting ethically with employee information.

Applied example A manager asks for another team's absence data.

03 Everyday practice

Recruitment, onboarding, performance, learning and employee relations within regulations.

Applied example A new hire leaves after two months because onboarding never happened.

— LEARNING OUTCOMES

What you will be able to do

01 Explain environmental impact

On an organization's culture and work.

02 Read people data

And make a point based on it.

03 Apply core practices

From recruitment to employee relations.

04 Write an assignment

That meets CIPD assessment criteria.

The qualification is completed through steady writing.



A draft for every unit

Write a first draft early, then check it against the assessment criteria before submitting.

Reduces rework at the end of the period.



An examples notebook

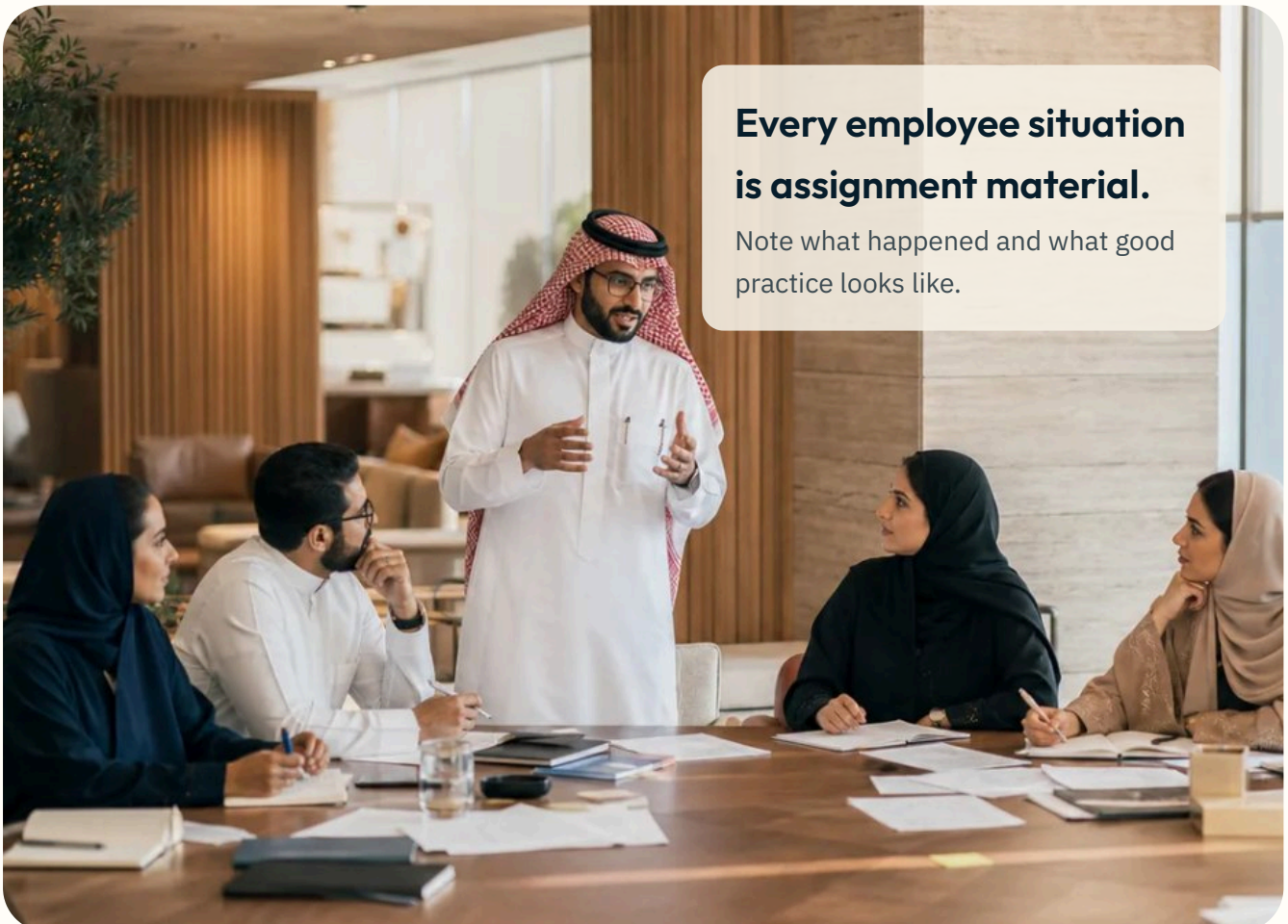
Record situations from your work or organizations you know, to use in assignments.

Real examples make the answer stronger.



A plan that fits your time

Study format, dates and any accompanying materials are confirmed with the Vertex Business team before enrolment, based on your level and available time.



Every employee situation is assignment material.

Note what happened and what good practice looks like.



STUDY PLAN

A practical plan from registration to the last assignment.

01 Register and join CIPD

Membership is required throughout study.

02 Start with core behaviours

The smallest unit, and it builds the writing habit.

03 Move to context and analytics

Find an example from an organization you know for each criterion.

04 Give the largest unit its time

Essentials of people practice carries eleven credits.

05 Check before every submission

Did you answer each criterion with the verb it asks for?

06 Plan the next level

Level 5 for those taking on wider responsibility.

Knowledge

Understanding concepts and terms as used in the CIPD specification.

Application

Linking the concept to a real organization and supporting it with evidence.

“An excellent session. I learned important things about the certification and benefited a lot... everything was explained so clearly that I had no questions left.”

— SHRM learner after a live session · translated from Arabic · published on the Vertex site

“What impressed me most was the trainer’s care that the information landed and that everyone had a chance to take part... and pointing out what matters most in the material.”

— CPTD learner about the trainer after a session · translated from Arabic · published on the Vertex site

“This achievement would not have been possible without the support, guidance and training I received... which prepared me for the exam.”

— Learner who earned CPTD · translated from Arabic · public post shown on the Vertex site



About Vertex Business

Vertex Business provides professional certification training in talent development, human resources and project management, alongside a professional diploma in medical research and team training for organizations. Training pairs Arabic explanation that keeps the exam’s English terminology with application to real workplace decisions.

[Company details](#) 



Registering for the qualification

Registration and unit assessment take place through a CIPD-approved study centre, with CIPD membership throughout study.

[Official CIPD qualification page](#) 

COMPLETION CERTIFICATE AND PROFESSIONAL CREDENTIAL

Training completion requirements and the Vertex Business completion certificate are confirmed in the enrolment details.

The CIPD qualification itself is awarded by CIPD after registration with a CIPD-approved study centre and passing the unit assessments.



Discuss your goal and choose how to study.



Scan with your phone camera

YOUR NEXT STEP

- ✓ Training topics and outcomes
- ✓ A level that fits your experience
- ✓ Available study formats and dates
- ✓ Details and price confirmed before enrolment

Open the program page →

01

Open the program page

Scan the code or tap the link.

02

Discuss your goal

Use the WhatsApp button on the program page.

03

Confirm the details

Study format, dates and price before enrolment.

vertexbusiness.xyz/programs/cipd-l3?lang=en