

# Foundation CIPD Certificate in People Practice

## - Curricula. Units & Learning Objectives -

### 3CO01 Business, culture and change in context

#### About this Unit

This unit considers the impact of external influences and how the digital and commercial environment shapes businesses and the culture within which they operate. It considers the importance of people's behaviour on organisational culture and its ability to manage change effectively.

#### What will you learn

- ✓ You will develop an understanding of the **key external influences** that impact on businesses and the context within which they operate, including discussing how and why organisations set goals.
- ✓ You will define **workplace culture** and how people's behaviour shapes it.
- ✓ You will explain how organisations are whole systems and how your actions affect others.
- ✓ You will also discuss how people learn, adapt and develop in different ways. The **concept of change** is a key focus of this unit and you will explain how people professionals impact people in different ways and the importance of how focused project planning directs change in manageable ways.

### 3CO02 Principles of analytics

#### About this Unit

This unit looks at how people professionals make both straightforward and complex choices as they carry out their roles. It focuses on how utilising a diverse range of analytics and evidence is essential to the rationalisation and enhancement of working practices and situational decision-making to create value.

#### What will you learn

- ✓ You will cover how **evidence-based practice** informs measures and outcomes and how it is applied within your organisation.
- ✓ You will explain **the importance of using data**, the different **types of data measurement** and how these are used to inform decision making, including interpreting basic financial information using **critical thinking skills** and common calculations.
- ✓ You will review the concept of **creating value**, explaining how your organisation approaches this for its customers and stakeholders.
- ✓ Finally, you will cover **the role of analytics and other technology** in enhancing working practices, including the associated risks.

## 3CO03 Core behaviours for people professionals

### About this Unit

This unit introduces the **core behaviours for people professionals**, focusing on ethical practice to create value. It considers how certain ways of thinking and acting should be universally consistent, even in new and challenging situations, to promote a sense of wellbeing and inclusivity in the organisation.

### What will you learn

- ✓ You will develop insight into different approaches to customer focus using **ethical principles** to inform your approach to work.
- ✓ You will evaluate **ethical values** and contextualise them within your work, specifying the ways in which you conform to associated regulation and law.
- ✓ The importance of **positive ways of working** will be examined and you will use this to clarify problems and issues as well as contributing views and opinions in a respectful and inclusive manner.
- ✓ You will also discuss ways in which you recognise and accept your own mistakes and show empathy to others.
- ✓ Finally, you will examine the concept of **reflective practice** aimed at consolidating and improving your professional knowledge, skills and experience.

## 3CO04 Essentials of people practice

### About this Unit

This unit introduces **the fundamentals of people practice**, ranging from the employee lifecycle to policies, regulation and law. It further explores a **diverse array of specialist subjects** such as recruitment, talent management, reward and learning and development, essential to a career in people practice. Importantly, this unit enables practitioners to apply their knowledge and skills, building their confidence and ability to practise progressively.

### What will you learn

- ✓ You will gain skills around **effective recruitment, selection**, and appointment of individuals through the assessment of **employee lifecycles**, including where you are placed within this.
- ✓ Contrasting different **recruitment and selection methods** will also support your application of skills that relate to contributing to **effective recruitment**.
- ✓ You will learn different recruitment and selection methods and ways of preparing material for **job roles** and to **attract candidates**.
- ✓ You will also **shortlist candidates** and participate in a selection interview and the associated follow-up actions.

- ✓ Understanding **legislation** and **organisational practices** is a vital part of this unit, as is the meaning of **diversity and inclusion** in respect of recruitment and employee relationships.
- ✓ Finally, you will explain factors associated with **performance management** and the role of appraisal.