

**CIPD Level 3 Foundation Certificate in People Practice**

Course details

Course Code: RBUS068E

Duration: Sept ’23 – June ‘24

Campus: Crawley,

**Business**

Welcome to Crawley College



Dear Student

**Contact your Study Programme Leader:**

**Yohan De Silva**

**01293 442200 ( ext 2356 )**

Thank you for choosing to study CIPD Level 3 Foundation in People Practice at Crawley College. I am the study programme leader for this course and look forward to working with you over the next year.

Further to your starting information, which outlines your start date & time, below is a brief overview regarding coming to college and preparing to study your course.

The first few days of the course will be for induction and enrolment. **Timetables will not be available until this point.** This will give you the opportunity to get to know the other students on the course, as well as your lecturers and your student tutor.

**Please ensure that on your first day you bring the following:**

1. **Confirmation of your GCSE results – we cannot enrol you without a copy of results so this is essential.** If you can, please also bring a photocopy which you can leave with us.
2. A pen and paper.
3. If applicable, payment for your course/evidence of benefits

You will need to fill out a number of consent forms which will also be given to you during induction week.

There are no formal entry requirements for these programmes although students must demonstrate that they have the capabilities to undertake their chosen course. All students are required to join the Chartered Institute of Personnel and Development as student members.

Assignments are set by the CIPD for each unit and learners will be required to pass all four units to achieve the qualification.

In addition to the course fee, there is a charge payable separately to the CIPD for student membership.

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Please feel free to contact me with any questions you may have regarding the above and I will be happy to help.

Best wishes,

Yohan De Silva

Study Programme Leader