



# Level 3 Certificate in Human Resource Practice



<b>CAMPUS</b>	MAIDSTONE
<b>TYPE OF COURSE</b>	PART-TIME DAY OR EVENING
<b>COURSE LENGTH</b>	ONE YEAR
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	CIPD

## THE DETAILS

There are seven assessed modules in the Certificate qualification:

- > Resourcing Talent
- > Developing Yourself as an Effective HR Practitioner
- > Contributing to Job Analysis
- > Recording and Analysing HR Information
- > Human Resources in Context
- > Supporting Change in Organisations
- > Learning and Development Activities.

There are seven skills-based/ written assignments covering the content of the completed modules. Additional assessment activities will be used to cover the learning outcomes not dealt with in the assignments.

## ENTRY REQUIREMENTS

This programme is ideally suited for candidates who are either currently working in HR or in a first-time management role with HR responsibilities. The programme is also suitable for people who are interested in starting a career in HR. All candidates will be interviewed to ensure that the programme is suitable for them.

## FUTURE PROSPECTS

Students completing the Certificate programme have the option of progressing to the Intermediate or Advanced Diploma in Human Resource Management (level 5 or level 7).

## OTHER IMPORTANT INFORMATION

- > A mixture of lectures, case studies, group activities, discussions and role plays will be used to provide an interactive learning experience
- > During the programme a course textbook will be required
- > The course is available as two options; either during the daytime or evening as to best suit your needs
- > You will be required to pay a membership and registration fee directly to CIPD.

## CAREER OPPORTUNITY

A human resource manager and director in the Maidstone and Medway area can expect to earn on average £24.51 per hour.\*

\*All of the 'fact' sections were sourced from Economic Modeling Specialists International (EMSI)/www.economicmodeling.com in February 2019.



[www.midkent.ac.uk/Business](http://www.midkent.ac.uk/Business)

**Additional Course Information 01634 402020**





# Level 3 Apprenticeship in Human Resource Support



<b>CAMPUS</b>	MAIDSTONE
<b>TYPE OF COURSE</b>	PART-TIME
<b>COURSE LENGTH</b>	TWO YEARS
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	CIPD

## THE DETAILS

The Level 3 Apprenticeship in Human Resource Support is designed to develop high-performing human resources (HR) professionals who provide day-to-day advice to managers on a range of HR issues. HR Support apprentices will play a key role in ensuring that the company functions effectively, including recruitment, using key systems and helping with organisational change. Through a wide range of instruction such as lecturer presentations, group tasks and individual assessments, we will deliver an exciting and engaging qualification that allows HR support apprentices an appreciation of how to perform well at work.

Modules include:

- > Understanding Business
- > HR Legislation and Policy
- > HR Function
- > HR Systems and Processes.

Our offer will give students the Level 3 CIPD qualification on completion of the course provided they successfully complete the apprenticeship.

The qualification offers the key theoretical knowledge employers are looking for, complemented by the practical experience you will gain within your workplace.

You'll be assessed in your workplace through work products, observations, professional discussions and personal reflections. You'll also complete an end point assessment, as well as a level 2 qualification in English and maths, depending on your previous achievement.

## ENTRY REQUIREMENTS

- > GCSEs at grade C/grade 4 and above (or equivalent) in English and maths
- > You will need to be employed full-time in an HR position for at least 30 hours per week
- > You will need to be able to complete the apprenticeship within your contracted working hours.

## FUTURE PROSPECTS

You will have the opportunity to progress to the level 5 qualification, seek promotion within your workplace based on the skills you develop or look at specialising in different roles.

## OTHER IMPORTANT INFORMATION

- > You will be required to pay a membership and registration fee directly to CIPD.

## CAREER OPPORTUNITY

A human resource manager and director in the Maidstone and Medway area can expect to earn on average £24.51 per hour.\*

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**Additional Course Information 01634 402020**





# Level 5 Certificate in Human Resource Management

<b>CAMPUS</b>	MAIDSTONE
<b>TYPE OF COURSE</b>	PART-TIME DAY OR EVENING
<b>COURSE LENGTH</b>	ONE YEAR
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	CIPD

## THE DETAILS

You will study six modules comprised of core and optional subjects. To pass this qualification you must attend at least 90% of the sessions and pass six written assessments. Please be aware that this course is run on a Tuesday, either in the morning or the evening to provide students with the option of a preferred time. You will discuss at interview the best option to suit you.

Modules include:

- > Developing Professional Practice
- > Business Issues and the Contexts of Human Resources
- > Using Information in Human Resources
- > Employment Law
- > Employee Engagement
- > Implementing Coaching and Mentoring.

## ENTRY REQUIREMENTS

You will need a GCSE in English at grade C/grade 4 or above and a level 3 qualification. The level 3 qualification could include:

- > CIPD Foundation Certificate in HR Practice
- > CIPD Certificate in Personnel Practice

- > CIPD Foundation Certificate in Learning and Development Practice
- > CIPD Certificate in Training Practice
- > Two A-levels (or equivalent) or significant experience as an HR practitioner.

## FUTURE PROSPECTS

Students completing the Certificate programme have the option of progressing to the Intermediate or Advanced Diploma in Human Resource Management (level 5 or level 7).

## OTHER IMPORTANT INFORMATION

- > Sessions contain a combination of individual and group work. This includes discussions, case studies, presentations, debates, research, workshops and tutorials
- > You will be required to pay a membership and registration fee directly to CIPD
- > The course is for four hours per week.



## CAREER OPPORTUNITY

A human resource manager and director in the Maidstone and Medway area can expect to earn on average £24.51 per hour.\*

\*All of the 'fact' sections were sourced from Economic Modeling Specialists International (EMSI)/www.economicmodeling.com in February 2019.



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**Additional Course Information 01634 402020**





# Level 5 Apprenticeship in Human Resources (Consultant/Partner)

<b>CAMPUS</b>	MAIDSTONE
<b>TYPE OF COURSE</b>	PART-TIME
<b>COURSE LENGTH</b>	TWO YEARS
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	CIPD



## THE DETAILS

The Level 5 Apprenticeship in Human Resources (Consultant/ Partner) is designed to develop high-performing human resources (HR) professionals and equip them with the skills to understand how to use HR practices to meet organisational needs and add value.

This apprenticeship is suitable for a variety of HR roles including HR executive, HR officer, assistant HR manager and assistant HR adviser.

This qualification is an equivalent level to the second year of university, and will provide you with key theoretical knowledge, complemented by the practical experience you will gain within your workplace. You'll study six modules which could include Developing Professional Practice in HR, the Business Context of HR and Employment Law.

You'll be assessed in your workplace through work products, observations, professional discussions and personal reflections. You'll also complete an end point assessment, as well as a level 2 qualification in English and maths, depending on previous achievement.

## ENTRY REQUIREMENTS

- > GCSEs at grade C/grade 4 and above (or equivalent) in English and maths
- > You will need to be employed full-time in an HR position for at least 30 hours per week
- > You will need to be able to complete the apprenticeship within your contracted working hours.

## FUTURE PROSPECTS

With the skills you develop on the programme you will be able to work at a higher level in the workplace, opening up promotion possibilities and development in your current employment or allowing you to look at new challenges.

## OTHER IMPORTANT INFORMATION

- > Upon completion, higher apprentices will be eligible for Associate membership of the Chartered Institute of Personnel and Development (CIPD)
- > You will be required to pay a membership and registration fee directly to CIPD.

## CAREER OPPORTUNITY

A human resource manager and director in the Maidstone and Medway area can expect to earn on average £24.51 per hour.\*

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