



11353



Virtual



240 hours



USD 3,960



Registration Deadline
18-Feb-2026

Course Description:

The CIPD Level 3 Foundation Certificate in People Practice is ideal if you are looking to gain a comprehensive blend of practical (HR, L&D and OD) skills in people practice.

This qualification is the equivalent to an A-level and will provide you with an internationally recognized CIPD qualification as well as the knowledge needed to gain your CIPD Foundation Membership. On successful completion of your CIPD Level 3 qualification you will be equipped with practical and theoretical skills across the core functions of people's practice.

These courses don't assume any prior knowledge but will teach you valuable skills and will give you a practical overview of the range of responsibilities involved in a generalist human resource, learning and development or organizational development administrator or assistant level role.

Target Audience:

Entry-level staff, administrative professionals, or individuals transitioning into HR or L&D

Course Objectives:

- Develop foundational knowledge of HR and people practice
- Understand how organizations operate
- Apply basic HR processes and policies
- Use data and evidence to support decision-making
- Demonstrate effective communication and interpersonal skills

Course Outline:

Module 1: Business, Culture, and change in context

Module 2: Principles of analytics

Module 3: Core behaviors for professional people.

Module 4: Essentials of people practice.

Assessment Strategy:

Objective of Assessment:

The assessment for the CIPD Level 3 is directed by employers and targeted towards real-world scenarios that learners may encounter in their future careers.

Grading Assessment:

This certification is based on assignments, and participants receive either a 'Pass' or 'Resubmit' grading. Achieving all assessment criteria is required to obtain a 'Pass' grading.

End of Unit Evaluation:

After completing each unit of study, students are allotted a deadline to submit their assignments. Typically, they are given approximately four-five weeks to submit their assignments per each unit of study. These assignments are submitted through ICS Learn online portal where our assessors evaluate them.

All assignments are checked for AI use and plagiarism. If the assessment is successful, students are notified of their success and are informed that the results are subject to confirmation by CIPD.

If a student received a 'Refer' Grade, the student has the opportunity to review and revise the sections of the assignment in which they did not pass, before re-submitting their work again to ICS Learn portal.

Moderation Window:

During this window, students' results are submitted to CIPD to be reviewed, once CIPD approves the results and all certification requirements are met, students will receive an electronic copy of the certificate sent to their email address. ICS Learn will receive the hard copy and we will contact the students to arrange collection or courier service.

Course Language:

English

Prerequisites:

No prior experience required

Course Hours

Guided learning hours (GLH)

The minimum GLH for this qualification is estimated at: 120 hours.

Total qualification time (TQT)

The TQT for this qualification is estimated at: 240 hours.



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Trainers' Bios:

Amira Karam El-Din PhD, Chartered Manager CMI, ILM, MCIPR

Dr. Amira Karam El-Din is an Associate Professor and CIPD-approved lecturer and assessor with a wealth of experience in executive education, HR consulting, and academic leadership. She's held senior roles at some of Bahrain's top educational and training institutions, where she's made a meaningful impact on HR strategy, talent management, and organisational development.

With Dr. Amira, you'll benefit from expert guidance, practical insights, and a passion for helping people and businesses thrive.

Sarah Davis

Sarah Davis is a passionate people professional with 25+ years of experience in education, L&D, and HR, and a real drive for shaping the next generation of HR leaders in the UAE!

Sarah plays a key role in supporting CIPD centres across the region, helping to design and deliver top-notch qualifications that raise the bar for HR excellence.

Alongside her impressive career, Sarah holds an MBA from Henley Management College and an MA in Personnel & Development, and she's not stopping there – she's currently adding to her toolkit with a postgraduate qualification in Executive Coaching from Hult Ashridge University.

Saima Arfeen

With over 20 years of experience in strategic human capital development and L&D, Saima Arfeen is passionate about helping organisations grow by unlocking the full potential of their people. She specialises in boosting performance through engaging facilitation, impactful executive coaching, and smart, sustainable people strategies.

From designing performance management frameworks to shaping innovative, tech-driven learning experiences, she loves creating practical solutions that make a real difference. Whether it's supporting staff selection, driving employee development, or motivating teams to thrive, she's all about helping businesses and people perform at their best.

Daryl Evans – FCMI CMgr, Assoc CIPD

Daryl is a Chartered Manager and dynamic leader known for driving business transformation and developing talent on a global scale. He's worked closely with top trade associations, professional institutes, and regulators to design innovative qualifications, apprenticeships, and competency schemes.

With experience setting up and running learning centres for 11 awarding bodies, accrediting over 600 students a year and earning multiple Ofsted awards, Daryl brings proven expertise across industries like finance, healthcare, petrochemicals, and construction.

Since 2018, he's been delivering tailored, certified Management & Leadership (CMI/ILM) and HR (CIPD) programmes across the GCC, supporting clients such as Santander, ADNOC, Almarai, Maaden, and Dubai Islamic Bank.