



CIPD APPROVED CENTRE • FLEX SELF-PACED • 2026

# CIPD Level 3

## Foundation Certificate in People Practice

Your first proper step into the people profession. Start straight away, study at the pace that fits your life, and never study alone.

121

Guided learning hours

4

Core units, no prior  
HR experience needed

0

Exams. Ever.



**CIPD**  
Approved centre

# You are never studying alone

Self-paced does not mean unsupported. You choose the speed, we provide the structure, the expertise and the encouragement to keep you moving.

- **Start straight away**  
Start any time and fit your learning around work and family.
- **No HR experience needed**  
Just be 18 or over with a good level of English.
- **Support from Practising HR professionals**  
Every tutor works in the profession they teach.
- **CIPD Student Membership included**  
Paid for you, from induction right through to certification.
- **Support whenever you need it**  
Extra sessions arranged on request, at no additional cost.
- **No hidden extras**  
Marking, re-marking, feedback and certification all sit inside your fee.

## Tutor engagement at every stage

### Orientation

A confident start, not a login link

### Midpoint check-in

A review of how you are getting on

### Assessment support

Guidance before you submit

### On request

One to one help any time you ask



# Four units. Zero exams.

Built on the CIPD Profession Map, so everything you learn is practical, current and immediately usable at work.

## FOUR CORE UNITS, ONE WRITTEN ASSESSMENT EACH

- 3CO01** Business, culture and change in context
- 3CO02** Principles of analytics
- 3CO03** Core behaviours for people professionals
- 3CO04** Essentials of people practice

### Guaranteed pass, or your money back

Engage with your tutor checkpoints and submit your assessments when required. If you do not pass, we refund your course fee in full.

### Choose your pace

121 guided learning hours, spread however you like. Most learners finish inside 12 months.

|           |                |
|-----------|----------------|
| 3 months  | 10 hrs / week  |
| 6 months  | 5 hrs / week   |
| 12 months | 2.5 hrs / week |
| 18 months | 1.5 hrs / week |

### How you are assessed

One written assessment per unit, marked by our assessors and quality assured by the CIPD, with two further attempts available.

## YOUR INVESTMENT



# £1,850 all in. No hidden extras.

Your CIPD Student Membership fees and VAT are already inside that number, as is every piece of marking, feedback and support you will need.

### BEST VALUE

Pay upfront

## £1,665

Save £185 with the 10% upfront discount

Spread the cost

## £154.16

Per month across 12 months, interest free

Standard fee

## £1,850

Including VAT and all CIPD membership fees

## Every fee includes

- ✓ The full CIPD Level 3 programme
- ✓ CIPD Student Membership, paid by us
- ✓ Tutor support whenever you need it
- ✓ Structured resources and study plans
- ✓ All marking, feedback and re-marking
- ✓ Certification on successful completion

*Your employer can be invoiced direct on request. The final instalment must be completed before your final unit is released. A CIPD bursary is available, subject to eligibility.*

WHERE IT TAKES YOU



# Your way into the profession

The Foundation Certificate gives you the grounding employers look for in entry-level people roles, plus a route to Foundation CIPD Membership and a CV that stands out.

HR Assistant

HR Administrator

People Coordinator

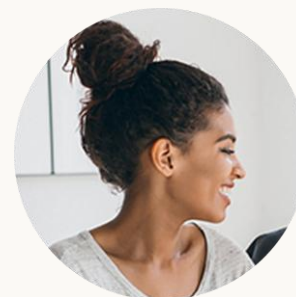
Recruitment Administrator

Learning and Development Assistant

HR Officer

People Services Advisor

Payroll and Benefits Administrator



*"Tony, Lara and Lauren offer a fantastic services and were a brilliant support completing my CIPD Level 5 Associate Diploma in People Management. They were there every step of the way and were also very responsive when I had a question or needed additional support. Thank you all, I will definitely be in touch if I decide to take another course that you support."*

**Clare Scholes · Level 5 student**

*"I recently completed my CIPD Level 5 qualification with Contigo and honestly could not recommend them enough. Tony and Lara were incredibly supportive throughout the entire qualification and were always there whenever I needed guidance, reassurance or feedback. They both took the time to explain things properly, helped me stay motivated during the tougher parts of the course, and genuinely wanted to see me succeed. Their support, knowledge and encouragement made a huge difference to my learning experience and helped me build both my confidence and understanding within HR. Thank you both for all your support throughout the qualification."*

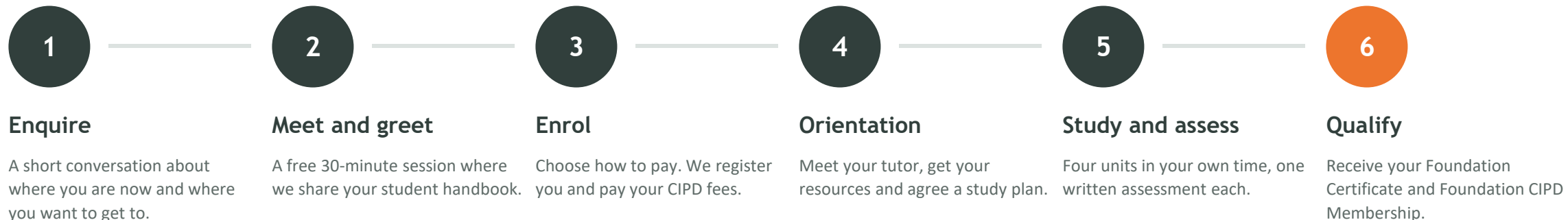
**Alex Sokol · Level 5 student**

## Foundation CIPD Membership on completion

Professional recognition from day one, and a clear next step up to Level 5.

[More learner and client stories at contigoassociates.com/testimonials](https://contigoassociates.com/testimonials)

# From first enquiry to certificate



## Ready to start?

Tell us where you are in your career and we will tell you honestly whether Level 3 is the right first step. No pressure, no sales script.

**Contigo means with you. We mean it.**

### CALL US

**0333 533 0503**

### STUDENT SUPPORT

[Lauren@contigoassociates.com](mailto:Lauren@contigoassociates.com)

### COURSE ENQUIRIES

[Lara@contigoassociates.com](mailto:Lara@contigoassociates.com)

### SPEAK TO THE DIRECTOR

[Tony@contigoassociates.com](mailto:Tony@contigoassociates.com)