



CIPD APPROVED CENTRE • LIVE ONLINE, TUTOR LED • 2026

CIPD Level 3

Foundation Certificate in People Practice

Your first proper step into the people profession, taught live every week by a practising HR professional alongside a class of people just like you.

2

Hours of live class,
every Wednesday

4

Core units, no prior
HR experience needed

0

Exams. Ever.



CIPD
Approved centre

Better than online

Contigo means with you, and we mean it literally. Two hours in a live classroom with your tutor and your classmates, every single week.

- **Two hours live, every week**
Wednesday evenings, 6pm to 8pm, taught by a practising HR professional.
- **A real class, not a login**
You and up to 20 classmates, building a network that outlasts the course.
- **One to one coaching as well**
Regular individual sessions alongside your weekly class.
- **CIPD Student Membership included**
Paid for you, from induction right through to certification.
- **Guaranteed pass or your money back**
Attend your classes, submit your work, and we stand behind the result.
- **No HR experience needed**
Just be 18 or over with a good level of English.

Live or Flex?

Same qualification, two ways in

THIS COURSE · **LIVE**

FLEX · **SELF-PACED**

Weekly live evening class

Study whenever suits you

Fixed start and timetable

Start any day of the year

A cohort of up to 20

One to one tutor support

£2,999 all in, 12 months

£1,850 all in, up to 18 months



with
you

Four units. Zero exams.

Built on the CIPD Profession Map, taught live so you can ask, challenge and practise in the room rather than read alone.

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

Attend your classes and submit your work when required. If you do not pass, we refund 100% of your course fee. No other UK provider makes that promise.

Your week, every week

One evening class a week for twelve months, from induction all the way through to your certificate.

Live class Wed, 6pm to 8pm

Your write-up About 300 words

Time to allow Around 2 hrs / week

Your class size Up to 20 people

How you are assessed

No exams. Your weekly write-ups build into one assessment per unit, around seven each. Marked by our assessors, quality assured by the CIPD, two further attempts available.

YOUR INVESTMENT



£2,999 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

£2,699

Save £300 with the 10% upfront discount

Spread the cost

£249.91

Per month across 12 months, interest free

Standard fee

£2,999

Including VAT and all CIPD membership fees

Every fee includes

- ✓ The full CIPD Level 3 programme
- ✓ CIPD Student Membership, paid by us
- ✓ Regular one to one coaching sessions
- ✓ Every weekly live class for 12 months
- ✓ All marking, feedback and re-marking
- ✓ Certification on successful completion

You can also spread the cost over 6 months, interest free. Your employer can be invoiced direct on request. 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

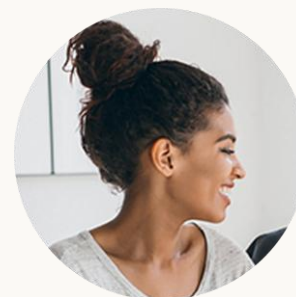
Recruitment Administrator

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."

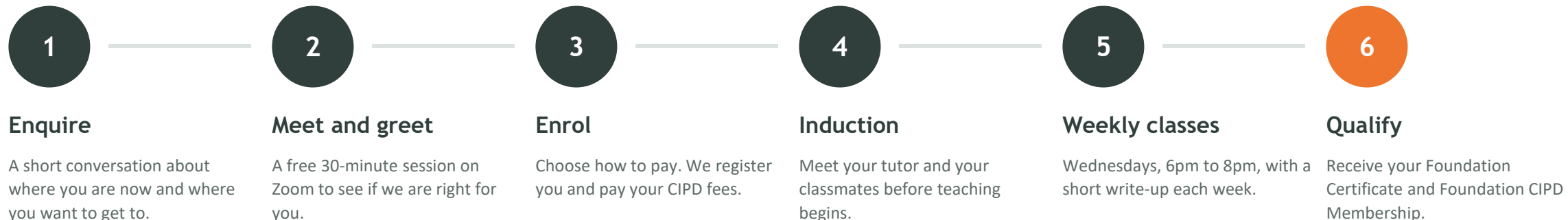
Alex Sokol · Level 5 student

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?

Ask us for the next cohort start date and book a free 30-minute meet and greet. No pressure, no sales script.

Contigo means with you. We mean it.

CALL US

0333 533 0503

STUDENT SUPPORT

Lauren@contigoassociates.com

COURSE ENQUIRIES

Lara@contigoassociates.com

SPEAK TO THE DIRECTOR

Tony@contigoassociates.com