

CIPD FOUNDATION HUMAN RESOURCE PRACTICE QUALIFICATIONS



EXPERT
ADVISERS



EXCELLENT
PASS RATES



LEARN
ANYWHERE



24/7 VLE
ACCESS



GLOBAL
RECOGNITION



FASTEST
ROUTE



PAYMENT
OPTIONS

GAINING NEW KNOWLEDGE AND SKILLS to succeed



Get ahead in your Human Resources career - boost your knowledge and skills

Watson Martin (WM) is a leading provider of HR & L&D qualifications. We offer a range of CIPD programmes delivered by highly qualified practitioners with an unrivalled level of strategic experience and professionalism in HR.

A CIPD Foundation qualification in HR Practice is aimed at existing and those just starting a career in HR and will help you understand how to become an effective HR practitioner.

We have supported candidates through to successful completion at all levels of CIPD qualification since 2004. In addition, we have extensive experience in guiding candidates through various study options as well as advising on CIPD membership upgrade and providing HR consultancy services.

We consistently achieve the highest CIPD Quality Assurance rating and are one of only very few CIPD centres approved to offer competency based assessment (mixed mode) qualifications.

The level 3 qualification, is the academic equivalent of an A level and makes an ideal first professional qualification.



FOUNDATION

CIPD Level 3 Foundation
Qualification in HR and L&D

CIPD FOUNDATION HR QUALIFICATIONS

This qualification is ideal if you:

- are starting out in an HR or working in an HR support role.
- want to improve your understanding of how HR contributes to business success
- are interested in CIPD to enhance and maintain your professional practice
- aspire to become a professional member of the CIPD as an Associate Member.

FLEXIBILITY AND CONTROL OF your learning



*High quality learning at your pace, anywhere,
anytime with ongoing support from a personal adviser*

Choosing the right qualification can be a bit daunting but we are here to help you select the correct path. Our expert advisers know everything there is to know about CIPD qualifications and can help every step of the way.

We work hard to ensure candidates are matched to the correct qualification and then work with you to help achieve your ultimate goal.

To support your learning, you will have 24/7 access to our Virtual Learning Environment (VLE), a comprehensive online library of quality reference materials.

Created, curated and managed by experienced HR practitioners, our VLE provides a single robust, secure and integrated platform to access a personalised learning experience.

"My experience of Watson Martin is extremely positive. It is a very professional organisation and I received a high level of service. Communication is excellent and whenever I had a query or needed more information I had someone who could help me."

Michelle Dawkins

"As soon as I started speaking to my personal adviser I realised that she knew her stuff like the back of her hand and this gave me confidence. We arranged our Skype calls every three to four weeks before an assignment when I would be squirrelling down notes but there was also communication through email when she would always respond quickly. She was totally supportive."

Matt Griffiths

DON'T TAKE OUR WORD FOR IT

click here to read our casestudies >>>

PROVEN AND PERSONALISED study routes



WORKSHOPS

Programme duration:
Certificate: 10 months
Diploma: 14 months

If you prefer planned interactive sessions and have exposure to other learners and their organisations' practices then our workshops are for you. The workshop programme provides an ideal learning environment in which expert trainers present and facilitate practical activities, group discussions and networking. Programmes include regular telephone conversations, e-mail exchanges and/or meetings with a personal adviser who is allocated at the start of your programme.



ONLINE

Programme duration
Certificate: 10 months
Diploma: 14 months

Some of our candidates prefer to learn at their own pace from home, an office or even while on the move commuting. If this is you, then our online programme will meet your learning needs. The beauty of this delivery model is you can study anywhere at anytime via accessing the wide range of learning materials on the VLE. As well as the VLE access, during your programme you will schedule regular one-to-one sessions, in working hours, with your adviser to work on your assignments.



FAST TRACK

Programme duration
Certificate: 6 months
Diploma: 9 months

Our fast track programme has been developed to get candidates through their qualification as quickly as possible without compromising on the level of quality support. The programme provides total flexibility. We offer monthly start dates so you can join up whenever you like and from then on you work with our CIPD experts, using reference materials and with 24/7 access to our extensive Virtual Learning Environment (VLE). Throughout your learning you will be supported by your own personal adviser.

CERTIFICATE

Price: £1850 + £45* + VAT

Price: £1850 + £45* + VAT

Price: £1665 + £45* + VAT

Up to 12 months interest free payment plans are available to self funders only (details below)

Deposit: £239.00
Instalments: 11 x £185

Deposit: £239.00
Instalments: 11 x £185

Deposit: £252.00
Instalments: 8 x £225

DIPLOMA

Price: £2450 + £45* + VAT

Price: £2450 + £45* + VAT

Price: £2100 + £45* + VAT

Up to 12 months interest free payment plans are available to self funders only (details below)

Deposit: £299.00
Instalments: 11 x £245

Deposit: £299.00
Instalments: 11 x £245

Deposit: £374.00
Instalments: 8 x £275

Workshop Programme

FOUNDATION

CERTIFICATE | DIPLOMA

6 WORKSHOPS | 6 WORKSHOPS

Attend 6 full day workshops in central London (Victoria and the City) that are presented by subject matter experts

CERTIFICATE | DIPLOMA

6 PIECES OF WRITTEN WORK | 9 PIECES OF WRITTEN WORK

CERTIFICATE | DIPLOMA

2 ONE-TO-ONE SESSIONS | 5 ONE-TO-ONE SESSIONS

These can be face-to-face with your adviser (location dependent) or via Skype or phone and are during the working week

CERTIFICATE | DIPLOMA

0 WRITTEN EXAMS

There are no exams at Foundation level

24/7 VLE ACCESS

To support your learning, you will have access to our comprehensive online library of quality reference materials

TYPICAL CANDIDATE JOURNEY

CIPD LIVE RESOURCES WEBINAR

ONE-TO-ONE

Live meeting with your personal adviser

VLE ACCESS

Guided reading, access to the VLE throughout your programme duration

WORKSHOP 1

Understanding organisations and the role of HR (3HRC)

WRITTEN WORK

Draft submission and assessment

ONE-TO-ONE

Feedback from your personal adviser

WRITTEN WORK

Final submission and assessment

WORKSHOP 2

Supporting good practice in managing employment relationships (3MER)

PROCESS CONTINUES

This process is repeated for all modules



CONGRATULATIONS

You've passed! CIPD will now send your Certificate or Diploma.

ENROL NOW

Fast Track Programme

FOUNDATION

CERTIFICATE | DIPLOMA

6 LIVE
WEBINARS

6 LIVE
WEBINARS

Attend 6 live evening webinars that are presented by subject matter experts

CERTIFICATE | DIPLOMA

2 ONE-TO-ONE
SESSIONS

5 ONE-TO-ONE
SESSIONS

Your personal adviser will work with you to build a personalised coaching session

CERTIFICATE | DIPLOMA

6 PIECES OF
WRITTEN WORK

9 PIECES OF
WRITTEN WORK

Your draft work will be submitted to your personal adviser for feedback. You will then submit your final piece

CERTIFICATE | DIPLOMA

0 WRITTEN EXAMS

There are no exams at
Foundation level

24/7 VLE ACCESS

To support your learning, you will have access to our comprehensive online library of quality reference materials

TYPICAL CANDIDATE JOURNEY

LIVE RESOURCES WEBINAR

Live webinar with
an expert tutor

VLE ACCESS

Guided reading, access
to the VLE throughout
your programme
duration

WRITTEN WORK

Draft submission
and assessment

ONE-TO-ONE

Feedback from your
personal adviser

WRITTEN WORK

Final submission
and assessment

PROCESS CONTINUES

This process is repeated
for all modules



CONGRATULATIONS

You've passed! CIPD will now send
your Certificate or Diploma.

ENROL NOW

Online Programme

F O U N D A T I O N

CERTIFICATE | DIPLOMA

1 LIVE
CIPD WEBINAR

CERTIFICATE | DIPLOMA

6 ONE-TO-ONE
SESSIONS

9 ONE-TO-ONE
SESSIONS

Live sessions with your adviser
via Skype or Zoom

CERTIFICATE | DIPLOMA

6 PIECES OF
WRITTEN WORK

9 PIECES OF
WRITTEN WORK

You will submit written work that are assessed by our
experts and verified by CIPD external verifiers

CERTIFICATE | DIPLOMA

0 WRITTEN EXAMS

There are no exams at
Foundation level

24/7 VLE ACCESS

To support your learning, you will have access
to our comprehensive online library of quality
reference materials

TYPICAL CANDIDATE JOURNEY

CIPD LIVE
RESOURCES
WEBINAR

ONE-TO-ONE
Live meeting with your
personal adviser

VLE ACCESS

Guided reading, access to
the VLE throughout your
programme duration

WRITTEN
WORK

Draft submission
and assessment

ONE-TO-ONE

Feedback from your
personal adviser

WRITTEN
WORK

Final submission
and assessment

ONE-TO-ONE

Feedback from your
personal adviser

PROCESS
CONTINUES

This process is repeated for
all modules.



CONGRATULATIONS

You've passed! CIPD will now send
your Certificate or Diploma

ENROL NOW

your modules

CHOICE AND FLEXIBILITY

You can choose to undertake a Certificate (28 credits) or a Diploma (37 credits). All 3 core units (10 credits) must be completed for both programmes and remaining credits are made up from units below (maximum 6 credits from group B).

CORE MODULES		CREDITS
1	Developing yourself as an effective HR Practitioner (4DEP) – the knowledge, skills and behaviours to be effective in an HR role and the importance of CPD	4
2	Understanding Organisations and the Role of HR (3HRC) – how HR activities support an organisation's strategy and assist in the achievement of business objectives	4
3	Recording, Analysing and Using HR Information (3RAI) – Understanding the important contribution that accurate data can make to the HR function	2
OPTIONAL MODULES - GROUP A		CREDITS
4	Resourcing Talent (3RTO) – factors that impact on an organisation's resourcing and talent planning, and key knowledge and skills for recruitment and selection	6
5	Supporting Good Practice in Managing the Employment Relationship (3MER) – the employment relationship, HR activity, good practice and legal requirements	6
6	Supporting Good Practice in Performance and Reward Management (3PRM) – Motivational theory's link to performance, reward, and business objectives	6
7	Contributing to the process of Job Analysis (3CJA) – principles of job design and the various uses of job analysis	3
8	Supporting Change in Organisations (3SCO) – understanding the change process to support the organisation and its employees	3
OPTIONAL MODULES - GROUP B		CREDITS
10	Identifying Learning and Development Needs (3LDN) – how L&D needs arise and why it is important to be aware of them	3
11	Designing Learning and Development Activities (3DES) – the way that an inclusive L&D activity can be designed to address identified objectives	6
12	Delivering Learning and Development Activities (3DEL) – equips you with the knowledge and opportunity to prepare and deliver L&D activities	6
13	Evaluating Learning and Development Activities (3ELD) – how to identify, collect and analyse information required to evaluate an L&D activity	3
14	Supporting Individual Learning through Coaching and Mentoring (3LCM) – shows you how you can use coaching and mentoring models and techniques to support learning.	6

WHO | HOW | WHAT | WHEN FAQs

FOUNDATION QUALIFICATIONS

Deciding to study for a CIPD qualification is an important step to take. Determining which qualification is best for your career is only one aspect of the decision making process. Which study option, how long will it take and what's included in the cost are all key factors which will influence your choice of qualification provider. So, to help your research, here are some of our most frequently asked questions. We hope our answers will convince you that Watson Martin is the right choice to get you CIPD qualified!

What study options do you offer?

We provide a variety of study routes for all three levels of CIPD qualifications:

- **Workshops** – classroom based programmes, based in central London locations
- **Online** – using learning materials via the VLE
- **Fast track** – live interactive webinar based learning

When can I start?

Every month! You can start your programme any month that suits you, and your programme will start with a live Induction webinar. Workshop based programmes have scheduled dates throughout the year and candidates have the option to hop on when convenient.

Can I pay in instalments?

Yes, we offer up to 12 monthly interest free instalments for any candidates who are paying for their qualification themselves.

When and where are the workshops held?

Our workshops are held at training rooms in central London, normally in Victoria or the City, between Monday and Friday from 9.30am to around 5pm. Lunch is provided.

How do I enrol?

It couldn't be easier. Simply **click on this link**, complete the form and you are ready to start your learning journey!

What materials do you provide?

All candidates receive a handbook and induction at the start of their programme detailing what's involved. Downloadable workbooks are available for most of the modules. Once candidates have joined a programme, they will have access to the extensive resources on our Virtual Learning Environment (VLE). In addition, CIPD members and student members save 20% on text books and some other materials.

What other support is provided?

All candidates receive one-to-one support from an expert CIPD qualified adviser during normal office hours throughout the duration of their programme. Our extensive library of learning materials is available 24/7 via the VLE.

VIEW ALL
FAQS