

Foundation Rules of Combination

Core units	Credit Value (QCF)
Developing Yourself as an Effective Human Resources or Learning and Development Practitioner (<i>4DEP</i>)	4
Understanding Organisations and the Role of Human Resources (<i>3HRC</i>)	4
Recording, Analysing and Using Human Resources Information (<i>3RAI</i>)	2

Group A Optional Units	Credit Value (QCF)
Resourcing Talent (<i>3RTO</i>)	6
Supporting Good Practice in Managing Employment Relations (<i>3MER</i>)	6
Supporting Good Practice in Performance and Reward Management (<i>3PRM</i>)	6
Contributing to the Process of Job Analysis (<i>3CJA</i>)	3
Supporting Change within Organisations (<i>3SCO</i>)	3

Group B Optional Units	Credit Value (QCF)
Undertaking a Learning Needs Analysis (<i>3LNA</i>)	3
Preparing and Designing Learning and Development Activities (<i>3PDL</i>)	3
Delivering Learning and Development Activities (<i>3DLA</i>)	6
Evaluating Learning and Development Activities (<i>3ELA</i>)	3
Developing Coaching Skills for the Workplace (<i>3DCS</i>)	3
Developing Mentoring Skills for the Workplace (<i>3DMS</i>)	3

Rules of combination for CIPD awarded qualifications:

Foundation Award – a free choice of units from the tables above (minimum 3 credits)

Foundation Level Certificate in Human Resources Practice = 28 credits (QCF)
choose 10 credits from all core units and 18 credits from optional units (total 28 credits) optional choice must include a minimum of 12 credits from Group A with a maximum of 6 credits permitted from Group B.

Foundation Level Diploma in Human Resources Practice = 37 credits (QCF)
choose 10 credits from all core units and 27 credits from optional units (total 37 credits) optional choice must include minimum of 21 credits from Group A with a maximum of 6 credits permitted from Group B.

Foundation Level Certificate in Learning and Development Practice = 28 credits (QCF) choose 10 credits from all core units and 18 credits from optional units (total 28 credits) optional choice must include a minimum of 12 credits from Group B with a maximum of 6 credits permitted from Group A.

Foundation Level Diploma in Learning and Development Practice = 37 credits (QCF) choose 10 credits from all core units and 27 credits from optional units (total 37 credits) optional choice must include all units in Group B (21 credits) and 6 credits from Group A.