

Foundation Level Certificate in Human Resource Practice

This is the perfect course for those just beginning a career in HR or on the first few rungs of the ladder who want to attain a CIPD qualification.

- The course will enable delegates to:
- Develop as an effective human resources or learning and development practitioner
- Understand the role of human resources and organisations
- How to analyse, record and effectively use HR information
- Support good practice in managing employment relations
- Deliver learning and development activities
- Support good practice in performance and reward management

Topic areas are:

- Knowledge and skills to be an effective HR practitioner
- Delivering timely and effective HR services
- Being a reflective practitioner and planning for personal development
- Operational HR
- Organisational structures, cultures and functions
- The support role of HR
- Absence management and grievance
- Managing the disciplinary process
- Collection and analysis of HR data
- Presentation of HR data to inform decision makers
- Employment law at the start of the employment relationship
- Recruitment and selection
- Induction/contracts of employment
- And more!

Two practicing HR Managers, with more than 30 years' experience will deliver the course from Appris' modern, fully-equipped training offices in Bradford.

This programme is run over 12 months with sessions being held for 1 day every 2 weeks from 9.00am until 4.00pm

Costs per person: £1,000 + VAT + CIPD membership fees

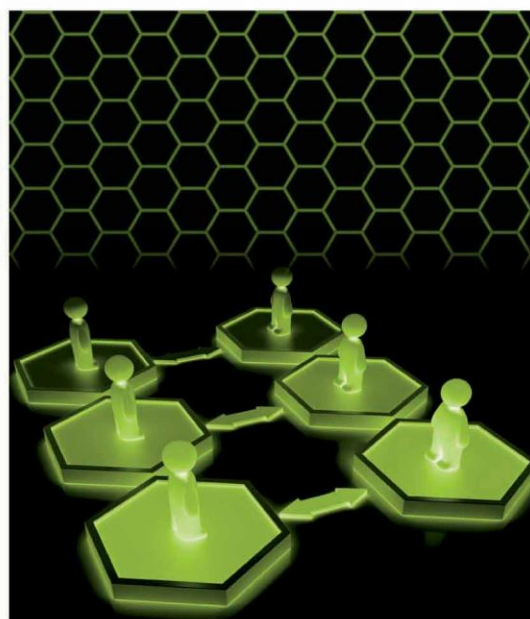
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