

### What is the course about?

The CIPD programme will develop the skills and attributes that you need as a globally recognised human resources management professional.

This intermediate qualifications develop knowledge and understanding of different HR models and practices, and the external factors that impact on organisations. It is suited to individuals who seek to develop a career in HR management and development; are working in the field of HR and need to extend their knowledge and skills; have responsibility for implementing HR policies and strategies and need to understand the role of HR in the wider organisational and environmental context.

The intermediate CIPD qualification is:

- Valued by employers: CIPD qualifications help you to develop the business understanding and technical knowledge that employers look for. They demonstrate that you've achieved a certain level of knowledge in HR.
- Relevant and practical: Develop your HR and business knowledge. Plus everything you learn can be applied back in the workplace with immediate effect.
- Enhance your professional credibility: This qualification provides you with a professional level of membership (Associate member), which demonstrates your professionalism in the workplace.

### What and when will I study?

A Certificate qualification (32 credits) is a total of 320 study hours of which 160 hours should be private study. The course starts in September and concludes in June. You will need to complete the 6 modules in order to achieve the Certificate. The modules studied will be selected by the Programme Leader from the following:

- Developing Professional Practice
- Business Issues and the Contexts of Human Resources
- Using Information in Human Resources
- Managing and Coordinating the Human Resources Function
- Resourcing and Talent Planning
- Reward Management
- Improving Organisational Performance
- Employee Engagement
- Contemporary Developments in Employment Relations
- Employment Law
- Organisation Design
- Organisation Development
- Human Resources Service Delivery

The taught sessions are usually on a Thursday afternoon between 13:00 and 17:30 hours.

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## How will I be assessed?

A range of assessment methods may be used to ensure that all the learning outcomes and assessment criteria are met in a way that enhances your learning experience. The assessments will allow you to demonstrate a clear grasp of the concepts and their ability to link theory to practice and to communicate clearly in the HR field at the appropriate level. All modules are assessed at the end of the teaching for that module.

Assessment methods may include:

- assignments
- case studies
- integrated work activities
- group and individual presentations
- projects
- reports
- time constrained tests
- examinations
- Viva Voce

## Progression opportunities

Upon successful completion of the Level 5 Certificate, students who wish to progress their studies can undertake the CIPD Advanced Level qualifications.

## Entry Requirements

This qualification is a Level 5 (equivalent to Undergraduate Level) on the UK Qualifications and Credit Framework (QCF). This is comparable to Level 7 in Ireland, Level 9 in Scotland and the European Qualifications framework (EQF) Level 5. It is expected that you can demonstrate either an aptitude to study at Level 5 or have adequate HR practitioner experience. This is not an entry level qualification for HR, please refer to our Level 3 Foundation Diploma in Human Resource Practice for further information.

## Who should I contact?

Enrolment forms are available from our website, [www.ucm.ac.im](http://www.ucm.ac.im), and for further enquiries contact Carole Collister on 648206 or email [carole.collister@ucm.ac.im](mailto:carole.collister@ucm.ac.im)