



# CIPD FOUNDATION DIPLOMA IN HR PRACTICE

FOR THOSE WHO HAVE COMPLETED THE  
CIPD FOUNDATION CERTIFICATE IN HR PRACTICE



The IPA is now offering participants on its current Foundation Certificate programme in HR Practice an opportunity to book their place on the Diploma Units commencing in September 2018.

These additional Units in HR Practice are only available to those who have already graduated from the CIPD approved Foundation Certificate programme or will graduate from the IPA CIPD Foundation Level Certificate in HR Practice Programme in 2018.

The Diploma Units will expand participants' specialist HR knowledge combined with practical skills development. Successful completion of these units leads to the Chartered Institute of Personnel and Development (CIPD) Foundation Level Diploma in HR Practice.

## UNIT TITLES AND WORKSHOP DATES

The Units available to graduates of the CIPD Foundation Level Certificate in HR Practice are:

**UNIT D 1 - 27 SEPTEMBER 2018**  
CONTRIBUTING TO THE PROCESS  
OF JOB ANALYSIS

**UNIT D 2 - 1 NOVEMBER 2018**  
IDENTIFYING LEARNING AND  
DEVELOPMENT NEEDS

**UNIT D 3 – 4 DECEMBER 2018**  
SUPPORTING CHANGE WITHIN  
ORGANISATIONS

(DETAILS OF PURPOSE, AIM AND LEARNING OUTCOMES FOR EACH UNIT ARE SET OUT OVERLEAF)

## DELIVERY, DURATION AND LOCATION

The programme is delivered across three units by blended learning. Participants will have access to workbooks, learning sets, podcasts, videos and an interactive web site and will be required to attend a minimum of 3 days of workshops over the period September to December 2018.

In addition to attending the workshops, those enrolled on this programme will participate in Learning Set meetings on dates, at venues and times as agreed by Learning Set members.

## ASSESSMENT & ACCREDITATION

The Diploma in HR Practice is accredited by the CIPD. Assessment is by means of unit assignments the majority of which are written & where skills are being assessed these will be subject to workshop verification and assessment.

## PROGRAMME FEE

The fee per participant will be €950. Where 3 or more participants from the same organisation enrol on the programme a 10% discount will apply. The fee includes attendance at workshops, all IPA course materials, tutor support and refreshments during workshops.

*Individual CIPD membership renewal fees are separate from the programme fee.*

## BOOKINGS

To book your place, please return a completed booking form by no later than Friday, 7 September 2018 to:

**Central Bookings Office** | Institute of Public Administration

57-61 Lansdowne Road | Ballsbridge, Dublin D04 TC62 | **Tel:** 01 240 3666 | **Email:** [training@ipa.ie](mailto:training@ipa.ie)

## PURPOSE, AIM AND LEARNING OUTCOMES FOR THE DIPLOMA UNITS

### UNIT D 1 – CONTRIBUTING TO THE PROCESS OF JOB ANALYSIS

#### Purpose and Aim of Unit

The overall focus of this unit is to develop the learner's understanding of the principles and practice of job analysis and job design. The unit content is designed as an introduction to the knowledge and skills required in the use of a number of methods of conducting job analysis. Specifically, the unit will enable the learner to articulate the purpose of disaggregating jobs into component parts, that is, job analysis, to provide the foundation for a number of broader human resources (HR) practices. In particular, the unit focuses on the principles of job design and the use of job analysis data in the practice of job design. It is also designed to cover additional ways job analysis is used, including but not limited to recruitment and selection, job evaluation and equal pay. Learners will develop a better understanding of how job analysis and design fits within the broader professional area of organisation design.

On completion of this unit, learners will be able to:

1. Explain the principles, purposes and practice of job analysis.
2. Contribute to the process of job analysis.

### UNIT D 2 – IDENTIFYING LEARNING AND DEVELOPMENT NEEDS

#### Purpose and Aim of Unit

For individuals and their organisations to respond to changing environments and exploit emerging opportunities they need to ensure the quality and currency of their skills, knowledge and capabilities. Taking a pro-active approach to identifying learning needs is a key part of this, and often the responsibility of the L&D practitioner. This unit supports the development of the skills required to undertake an effective identification of others' learning needs. It begins with a consideration of why individual and group learning needs arise and why it is important for both organisations and individuals to be aware of them. The unit goes on to explore the types of information required for identifying L&D needs and different methods for collecting and analysing this information. Learners are required to apply their knowledge to the practical identification and prioritisation of individual or group needs, and to specify their findings in an appropriate format, along with any other identified factors that might affect the learning solution.

On completion of this unit, learners will be able to:

- 1 Understand how learning and development needs arise and why it is important to be aware of them.
- 2 Be able to identify, prioritise and specify learning and development needs.

### UNIT D 3 – SUPPORTING CHANGE WITHIN ORGANISATIONS

#### Purpose and Aim of Unit

This unit covers the main factors that need to be considered in the change process and will enable learners to understand why organisations need to change with reference to key internal and external factors. Change concepts and different ways of managing change will be introduced. People also respond to change in different ways and this manifests itself in variable behaviours. This aspect will be given particular attention along with the implications for the human resources (HR) function. Learners will develop a better understanding of the change process and enhance their ability to support the organisation and its employees.

On completion of this unit, learners will understand:

1. Why organisations need to change and how change affects organisations.
2. The key factors involved in the change process and different approaches to managing change.
3. The impact of change on employees and the role of HR.