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centre

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INSTITUTE OF PUBLIC
ADMINISTRATION

CIPD FOUNDATION CERTIFICATE IN PEOPLE PRACTICE

Commencing November 2023

INSTITUTE OF PUBLIC ADMINISTRATION
57-61 LANSLOWNE ROAD BALLSBRIDGE DUBLIN D04 TC62 | WWW.IPA.IE



PRIMARY PURPOSE

The primary purpose of this qualification is to develop participants' knowledge and skills and to build their expertise, confidence and credibility to deliver value in their organisations and to the people served by Human Resources (HR) and Learning and Development (L&D) professionals.

QUALIFICATION OBJECTIVES

This qualification, which is comparable to Level 5 on the Irish National Framework of Qualifications (NFQ), introduces the participants to a wide range of relevant knowledge and expertise in people practice. It is suited to those participants who:

- Are studying, aspiring to, or embarking on, a career in people practice;
- Are working in a people practice support role and wish to develop their knowledge and deliver immediate and short-term value for their organisation;
- Wish to develop the specialist knowledge, skills and understanding required to be a people professional;
- Line Managers with people management responsibilities.

When participants complete the qualification, they will be awarded CIPD Foundation Membership, and they can use the designation "Foundation CIPD" after their name. This starts to build their credibility in the people profession, shows that they are serious about their development and that they have a strong base of knowledge to build on.

FOR WHO IS THIS QUALIFICATION INTENDED

This CIPD entry-level qualification is perfect for people professionals working in, or looking to find, their first role in the people profession; experienced human resources and learning and development practitioners and line managers with people management responsibilities, and will provide them with:

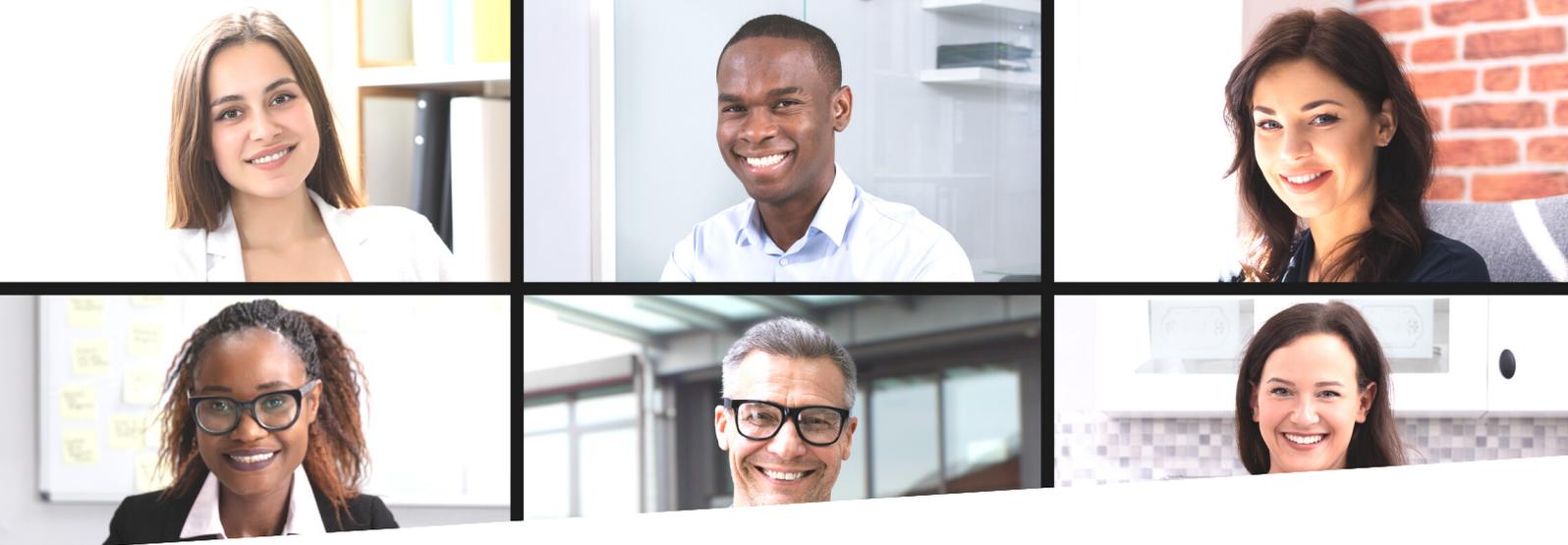
- A solid grounding in People Practice;
- The knowledge, skills and behaviours to deliver tasks that benefit their organisation at an operational level;
- The confidence to support positive change for their colleagues and organisations.

WHAT PARTICIPANTS WILL STUDY

There are four units on this programme covering:

1. Business, Culture and Change in Context;
2. Principles of Analytics;
3. Core Behaviours for People Professionals;
4. Essentials of People Practice.

By studying these four core units, participants will acquire the knowledge and skills needed to make a significant supporting contribution, and deliver excellent results in the workplace. Equally participants will focus on practical real-life scenarios throughout the programme and will acquire the key knowledge, skills and behaviours which are required for effectiveness in their organisations.



COURSE CONTENT

Over the course of the four units participants will study a range of areas as set out below.

Business, Culture and Change in Context

- The Business Environment.
- Organisation Culture and Workplace Behaviour.
- Supporting Organisation Change.

Principles of Analytics

- Understanding the Needs of Customers & Stakeholders of the People Profession.
- Evidence-based Practice & Decision Making.
- Adding Value through insights based on the Analysis of Data.

Core Behaviours for People Professionals

- The CIPD Profession Map – the Standards for the People Profession.
- Ethics and Professional Practice.
- The Values of the People Management Profession.
- Continuing Personal/Professional Development.

Essentials of People Practice

- The Employee Lifecycle.
- Contributing to Effective Recruitment, Selection and Appointment.
- Employee Relations & Engagement.
- Employment Law & Best Practice in relation to Organisation of Working Time/Work Life Balance, Employment Equality & Diversity and Dismissal.
- Performance Management.
- Reward Management.
- Learning and Development.

HOW THE PROGRAMME WILL BE STRUCTURED AND DELIVERED

We offer a blended learning approach to the delivery of 120 hours of guided learning over the period of November 2023 to May 2024. In addition to the 120 hours of guided learning participants can expect to devote another 120 hours to self-study and the completion of assessments between November 2023 and June 2024.

In our blended learning approach, participants will attend a series of 11 days of Online Live Workshops. **Participants** will be required to have good internet access and **are advised to be able connect to the online live workshops using a laptop/PC with video and audio enabled.**

The Online Live Workshops will be delivered by a team of HR professionals with extensive experience of designing and delivering learning and development interventions for HR and L&D Practitioners and Line Managers.

Participants will also have online access to workbooks for each unit, interactive e-learning courses, videos, podcasts, toolkits and other learning resources through the IPA's Learning Management System Moodle.

An important part of the blended learning design is that participants will attend online Learning Set/Study Group meetings throughout the programme (see below).

Each unit of the programme will be led by a dedicated IPA Specialist Unit Lead Tutor/Tutors who will be available to give ongoing advice and support to participants.



LEARNING SETS

Attendance at online Learning Set/Study Group meetings is a central requirement if participants are to maximise their opportunities for learning and development on this programme of study. Each Learning Set/Study Group will be comprised of approximately six (6) members.

An IPA Specialist will facilitate the first Online Learning Set/Study Group meeting. Subsequent meetings will be scheduled by members of the Learning Set/Study Group to take place for each unit of study.

ASSESSMENT

There is no written examination for this programme. Assessment is by means of unit assignments the majority of which are written. There will be one practical assessment on the conduct of a selection interview where a recording of the interview will be submitted.

PROGRAMME FEE

The fee per participant for the Certificate programme is €2,950.

The fee includes: CIPD Student Membership Fees (up to July 2024); attendance at online workshops; all IPA course materials including prescribed textbooks, unit workbooks and access to online resources; and, ongoing tutor support.

Where three (3) or more participants from the same organisation enrol on and complete the programme, a 10% discount will apply to the fee of €2,950.

Please note that you will be invoiced upon confirmation of your booking.

Full payment can be made by installment from receipt of your invoice through to May 2024. However, a non-refundable booking deposit of €150 is payable before 17 November 2023 to secure your place on the course. Details of how to pay the booking deposit will be advised when you are sent your invoice.

UNIT AND WORKSHOP DATES

The following is the schedule for the programme commencing in November 2023.

Induction / Orientation

- 30 November 2023 (P.M. Only)

Unit 1: Business, Culture and Change in Context

- 1 December and 18 December 2023

First Facilitated Learning Set Meetings*

- One Meeting 10 January 2024

Unit 2: Principles of Analytics

- 9 February 2024 and 22 February 2024

Unit 3: Core Behaviours for People Professionals

- 14 March 2024 and 27 March 2024

Unit 4: Essentials of People Practice:

- Employee Lifecycle & Recruitment & Selection
11 April 2024 and 2 May 2024
- Legislation & Organisation Practices
23 May 2024
- Performance & Reward
6 June 2024
- Supporting Skills & Knowledge Development
20 June 2024

*The allocation of participants to learning sets / study groups will be confirmed after the Unit 1 Workshops.

This schedule may be amended by the IPA. However, if the schedule is to be amended participants will be given advance notice of any changes and every effort will be made to accommodate the needs of participants.



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FURTHER INFORMATION | BOOKINGS

For further information, please contact either the IPA - CIPD Programmes Director or the Central Bookings Office (details below), depending on the nature of your query.

Please note the number of places on this course is strictly limited so early booking is advised.

All bookings should be received, in writing, and on the CIPD Foundation Certificate in People Practice Booking Form only, before Friday, 17 November, 2023.

For Programme Content or Suitability

Eoin Smyth
IPA - CIPD Programmes Director
Tel: 01 240 3636 | Email: esmyth@ipa.ie

For Programme Bookings

Central Bookings Office
Training and Development Division
Tel: 01 240 3666 | Email: training@ipa.ie

CANCELLATION POLICY

Please note, that in the event of a cancellation less than 48 working hours before the commencement of this programme, a 15% cancellation fee will be charged. The cancellation fee will also apply to non-arrivals on the first online workshop.



The Institute of Public Administration is a CIPD Approved Centre, offering CIPD qualifications. The CIPD is the professional body for the people profession. The CIPD has been championing better work and working lives for over 100 years.

The CIPD offers clear learning and career pathways. It recognises its members' knowledge and skills through our qualifications. The CIPD sets the international standard for the profession – the values, knowledge and behaviours that equip us in our work. The CIPD awards globally recognised qualifications, inspiring confidence in its members' expertise and professionalism.