

This programme is designed for those who want specialist Human Resource Management (HRM) knowledge combined with practical skills development. Successful completion of the programme will give participants an IPA Certificate in Human Resource Management Practice and the Chartered Institute of Personnel and Development (CIPD) Foundation Level Certificate in Human Resources Practice.

A key feature of this programme is that it is highly practical allowing participants' ample opportunity to acquire and practice new skills. This programme will specifically address key HRM challenges in the public, private and not for profit sectors of employment.

On successful completion of the programme, participants will automatically become CIPD Associate Members (Assoc CIPD). This is the first level of CIPD professional membership and is awarded to people who have the skill and knowledge needed to make a significant supporting contribution, and deliver excellent results in the workplace.

## IS THIS PROGRAMME FOR YOU?

This Certificate is ideally suited to:

- Staff who have recently moved into the field of HRM
- Staff eager to update their HRM knowledge and skills
- Line Managers and Supervisors to whom HRM responsibility has been devolved
- Those wishing to pursue a career in HRM & pursue CIPD Membership.

## PROGRAMME OBJECTIVES

The overall objective of this certificate programme is to help participants develop as effective HRM practitioners and utilise the key skills required in this specialist area. At the end of the programme participants will have:

- A greater awareness of the organisational context of HRM
- An understanding of the key issues that impact on HRM
- Practiced and developed, under expert guidance, a range of skills relevant to HRM
- Increased their knowledge of the legal, economic, environmental, social, technological and labour related developments that impact on the HRM field.

## PROGRAMME OVERVIEW

This Certificate programme will be delivered in 6 Units as follows:

### UNIT 1 – DEVELOPING YOURSELF AS AN EFFECTIVE HR PRACTITIONER

- Key Personal Skills/Competencies for HRM Practitioners

### UNIT 2 – UNDERSTANDING ORGANISATIONS & THE ROLE OF HR

- Organisational Context of the HRM Function
- HR Role and Responsibilities of Line Managers
- Models of HRM in the Civil, Public, Private and Not for Profit Sectors

### UNIT 3 – RESOURCING TALENT

- Best Practice Recruitment & Selection Policies and Procedures
- Skills in Recruitment and Selection Interviewing
- Induction and Probation

### UNIT 4 – PERFORMANCE & REWARD MANAGEMENT

- Managing Performance & Development
- Appraisal Interviewing
- Reward Management

### UNIT 5 – EMPLOYEE RELATIONS

- Employment Law – Contracts & Terms and Conditions of Employment
- Employee Engagement and Employee Relations

### UNIT 6 – RECORDING, ANALYSING & UTILISING HR INFORMATION

- Sources of HR Information
- Managing and Reporting on HR Information

The IPA is an approved provider of CIPD qualifications. The CIPD is the professional body for HR and people development. The not for profit organisation champions better work and working lives and has been setting the benchmark for excellence in people and organisation development for more than 100 years. It has more than 135,000 members across the world, provides thought leadership through independent research on the world of work, and offers professional training and accreditation for those working in HR and learning and development.

## DELIVERY, DURATION AND LOCATION

The course is delivered by way of blended learning. Participants will be provided with access to workbooks, action learning sets, podcasts, videos and an interactive web site and will be required to attend a minimum of 9 days of workshops over the period October 2018 to May 2019. There will also be additional action learning set meetings that participants will attend throughout the programme. Participants will be required to have an email address and internet access. Workshops will take place at the Institute of Public Administration in Dublin but can also be delivered in-house or on a regional basis where demand warrants this.

## WORKSHOP DATES\* AND LEARNING SET MEETINGS

**Unit 1:** 4 & 25 Oct 2018      **Unit 2:** 29 Nov 2018      **Unit 3:** 15-16 Jan 2019 (C1) and 17-18 Jan 2019 (C2)  
**Unit 4:** 6 Mar 2019 (C1) and 7 Mar 2019 (C2)      **Unit 5:** 16-17 Apr 2019      **Unit 6:** 23 May 2019

Attendance at Learning Set meetings is a central requirement if participants are to maximise their opportunities for learning. An IPA Specialist will facilitate the first Learning Set meeting. *Subsequent meetings will be scheduled by members of the Learning Set to take place for approximately 3 hours each between each Unit Workshop - 6 in total.* Most employers recognise the value of these meetings in the blended approach to programme delivery and allow participants time for travel to and attend at such meetings.

*\*Please note that the class will be split into two Cohorts (C1 and C2) for Units 3 and 4 of the programme. Separate dates apply as outlined above. Students will be advised of the applicable dates during Unit 1 of the programme.*

## ASSESSMENT AND ACCREDITATION

There is no written examination for this programme. Assessment is by means of unit assignments the majority of which are written. Where skills are being assessed these will be subject to classroom / workshop assessment and verification.

Successful completion of the programme will also give participants the *CIPD Foundation Certificate in Human Resources Practice* and the *IPA Certificate in Human Resource Management Practice*.

## PROGRAMME FEE

The fee per participant is €2,650. The fee includes: CIPD Student Membership fees (up to renewal date in July 2019); attendance at workshops, all IPA course materials, including prescribed textbooks, unit workbooks and access to online resources; tutor support and refreshments at workshops. Where 3 or more participants from the same organisation enrol on and complete the programme, a 10% discount will apply.

## MEMBERSHIP TO CIPD

While studying for '*CIPD Foundation Certificate in Human Resources Practice*' participants must join as student members of the Chartered Institute of Personnel and Development (CIPD). Successful completion of the CIPD Foundation Certificate in Human Resources Practice participants will automatically become Associate Members of the CIPD. On attaining Associate membership status participants will be entitled to use the "Assoc CIPD" designation.

## FURTHER INFORMATION | BOOKINGS

Should you require further information, please contact either of the following, depending on the nature of your query. Please note that bookings should be received, in writing, before Friday, 7 September 2018. However please note that *places are limited and we would recommend booking as soon as possible to secure a place on this programme.*

### *Course Content or Suitability*

**Edwin Maguire**

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### *Course Bookings*

**Central Bookings Office**

Training and Development Division

Tel: 01 240 3666 | Email: [training@ipa.ie](mailto:training@ipa.ie)

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