

## CIPD FOUNDATION DIPLOMA IN LEARNING & DEVELOPMENT 2021

FOR THOSE WHO HAVE COMPLETED THE CIPD CERTIFICATE IN LEARNING & DEVELOPMENT (L&D)

The IPA is now offering participants on its current Foundation Certificate programme in Learning & Development an opportunity to book their place on the Diploma Units commencing in October 2021. These two additional Units in Learning & Development 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 Learning & Development Programme in 2021.

The Diploma Units will expand participants' specialist Learning & Development 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 Learning & Development.

### UNIT TITLES AND WORKSHOP DATES

**THE UNITS AVAILABLE TO GRADUATES OF THE CIPD FOUNDATION LEVEL CERTIFICATE IN LEARNING & DEVELOPMENT ARE:**

**UNIT D 1: 14 OCTOBER 2021      SUPPORTING INDIVIDUAL LEARNING THROUGH COACHING AND MENTORING;**

**UNIT D 2: 18 NOVEMBER 2021      USING TECHNOLOGY TO FACILITATE LEARNING.**

**DETAILS OF PURPOSE, AIM AND LEARNING OUTCOMES FOR EACH UNIT ARE SET OUT OVERLEAF.**

### DELIVERY, DURATION AND LOCATION

The programme is delivered across two units by blended learning. In addition, participants will have access to workbooks, learning sets, podcasts, videos and an interactive website and will be required to attend a minimum of two (2) days of workshops over the period October to November 2021. The Unit D 1 Workshop will be delivered in person with an option for overseas students to connect virtually while the Unit D 2 Workshop will be delivered Online using MS Teams / Zoom.

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 Learning & Development 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 €1,000. The fee includes attendance at workshops, all IPA course materials and tutor support but does not include CIPD Membership Renewal.

**INDIVIDUAL CIPD STUDENT MEMBERSHIP RENEWAL FEES ARE SEPARATE FROM THE PROGRAMME FEE. IF PEOPLE ENROLLED FOR THE CIPD DIPLOMA IN HR PRACTICE UNITS WISH TO RECEIVE THEIR CIPD DIPLOMA CERTIFICATE THEY MUST BE IN ACTIVE MEMBERSHIP AT THE TIME OF COMPLETING THEIR STUDY. THE CIPD WILL BE INFORMED OF THE NAMES OF THOSE ENROLLED FOR THE DIPLOMA UNITS IN MID-JULY 2021**

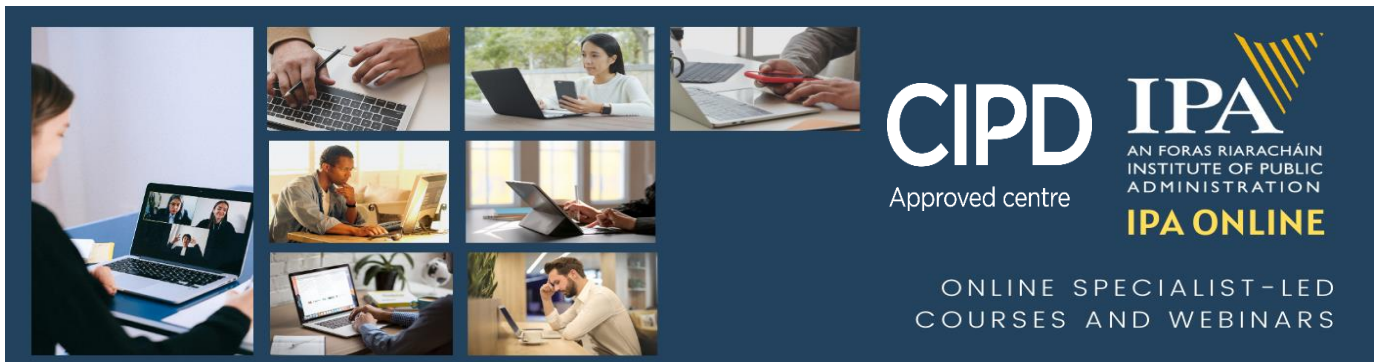
### BOOKINGS

To book your place, PLEASE RETURN A COMPLETED BOOKING FORM BY NO LATER THAN **MONDAY THE 12<sup>TH</sup> OF JULY 2021** to:

**REBECCA COONEY** | HRM Training & Consultancy Unit

Institute of Public Administration | 57-61 Lansdowne Road | Ballsbridge, Dublin D04 TC62

TEL: 01 240 3600 | EMAIL: [CIPD@ipa.ie](mailto:CIPD@ipa.ie)



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

### UNIT D 1: SUPPORTING INDIVIDUAL LEARNING THROUGH COACHING AND MENTORING

#### Purpose and Aim of Unit

Research informs us that formal learning events are only part of an effective L&D strategy. Of equal importance are more informal learning opportunities, in the workplace, often supported through a coaching or mentoring relationship. This unit enables L&D professionals to develop the knowledge and skills required to be able to provide basic coaching and mentoring support themselves, as well as being able to support line-managers in coaching and mentoring team members. The unit begins with an introduction to the nature, purpose and practice of both coaching and mentoring, including the potential benefits to be gained by both parties. It continues with a practical exploration of some models and techniques and requires learners to demonstrate these within a coaching or mentoring conversation. Finally, learners will consider how, and the extent to which, coaching and mentoring activity should be recorded and effective formats for doing this.

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

1. Understand the nature, purpose and practice of coaching.
2. Understand the nature, purpose and practice of mentoring.
3. Be able to use coaching and mentoring models and techniques to support individual learning.
4. Know how to record coaching and mentoring activity.

### UNIT D 2: USING TECHNOLOGY TO FACILITATE LEARNING

#### Purpose and Aim of Unit

Whether used alone or as part of a blended solution, technology is now a component of most learning and development (L&D) programmes, and the ability to use technology effectively has become a key skill set for trainers. This unit aims to develop learners' awareness, expertise and confidence in this area so that they can respond appropriately to different requirements and provide a wide range of L&D activities. The unit begins with an exploration of some key ways technology is used for facilitating learning, and the potential advantages and disadvantages of each. The unit then focusses on the delivery of live online learning sessions, requiring learners to investigate the technology and processes which enable these and the specific trainer activities and skills involved. Finally, the unit looks at different types of digital learning content and the factors that make it effective. Having evaluated different examples, learners are required to create their own digital content, ensuring that it is both engaging and likely to achieve its learning objectives.

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

1. Understand different ways of using technology to facilitate learning.
2. Know how to deliver a live online learning session.
3. Understand and be able to create digital learning content.