



CIPD Foundation Certificate & Diploma in Learning and Development

Commencing October 2020



This programme is designed for those who want specialist knowledge combined with practical skills development to underpin their contribution to Learning and Development (L&D) within their organisation.

Successful completion of the programme leads to the Chartered Institute of Personnel and Development (CIPD) Foundation Certificate and Diploma in Learning and Development and the IPA Certificate and Diploma in Learning and Development.

On successful completion of the programme, participants will automatically become CIPD Associate Members (Assoc CIPD). This is a professional grade of membership recognising the skill, knowledge and approach needed to make a significant supporting learning and development contribution, and deliver excellent results in the workplace.

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.



Programme Information

Is this Programme for You?

This Certificate and Diploma is ideally suited to:

- » Staff who have recently moved into the field of Learning and Development - Training Officers / Advisors
- » Line Managers and Supervisors to whom Learning and Development responsibility has been devolved
- » Existing Learning and Development staff eager to update their knowledge and skills
- » Those wishing to pursue a career in Learning and Development
- » Those wishing to pursue CIPD Membership

Programme Objectives

The overall objective of this foundation programme is to help participants develop as effective Learning and Development 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 Learning and Development
- » Increased their knowledge of the importance of identifying Learning and Development needs
- » Learned the principles of and approach to the effective design, delivery and evaluation of Learning and Development solutions
- » Practiced and developed, under expert guidance, a range of skills relevant to the Learning and Development Practitioner

Programme Content

The **Certificate Programme** covers the following areas:

- » Developing Yourself as a Learning and Development Practitioner
- » Understanding Organisations and the Role of Learning and Development
- » Identifying Learning and Development Needs
- » Designing Learning and Development Activities
- » Delivering Learning and Development Activities
- » Evaluating Learning and Development Activities

The **Diploma Programme** covers the following additional areas:

- » Using Technology to Facilitate Learning
- » Supporting Individual Learning through Coaching and Mentoring



Programme Information

Delivery, Duration and Location

Participants will also be required to attend a minimum of nine (9) days of workshops for the Certificate in Learning & Development and a further two (2) days of workshops for the Diploma in Learning & Development. As this is a blended learning programme participants will also be provided with access to workbooks, podcasts, videos and resources through an online Learning Management System (Moodle). 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.

Learning Sets

Learning set / study group meetings are an integral part of the blended learning design. Attendance at these meetings is a key requirement if participants are to maximise their opportunities for learning on this programme. The first learning set / study group meeting will be facilitated by an IPA Training Specialist. Subsequent meetings, of approximately three (3) hours duration, will be scheduled by members of the learning sets / study groups.

Assessment

There is no written examination for these programmes. 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 verification and assessment.

Membership of CIPD

While studying for 'CIPD Foundation Certificate in Learning and Development' participants will be registered by the IPA as student members with CIPD and Student Membership Fees will be paid by the IPA up to July 2021. On successful completion of the CIPD Foundation Certificate in Learning and Development participants will also automatically become Associate Members of the CIPD. On attaining Associate membership status participants will be entitled to use the "Assoc CIPD" designation.





Workshop Dates and Booking Information

Certificate Workshop Dates

Unit 1: Becoming an Effective L&D Practitioner	14-15 October 2020
<i>First Facilitated Learning Set</i>	2 November 2020
Unit 2: L&D and the Organisation	3 December 2020
Unit 3: Identifying L&D Needs	21 January 2021
Unit 4: Designing L&D Activities	17-18 February 2021
Unit 5: Delivering L&D Activities	24-25 March 2021
Unit 6: Evaluating L&D Activities	29 April 2021

Diploma Workshop Dates

Unit D1: Using Technology to Facilitate Learning	To Be Confirmed October 2021
Unit D2: Supporting Individual Learning through Coaching and Mentoring	To Be Confirmed November 2021

Venue

This course will take place at the Institute of Public Administration
57-61 Lansdowne Road, Ballsbridge, Dublin D04 TC62.

Programme Fee

The fee per participant for the Certificate programme is €2,750. *An early bird discounted price of €2,500 is available on all bookings received before Friday, 4 September 2020.*

An additional €950 is payable for the Diploma Units. The Certificate fee includes: CIPD Student Membership Fees (up to July 2021); attendance at workshops; all IPA course materials including prescribed textbooks, unit workbooks and access to online resources; tutor support; and, refreshments at workshops. Where three (3) or more participants from the same organisation enrol on and complete the programme, a 10% discount will apply.

Cancellation Policy

Please note, that in the event of a cancellation less than 48 working hours before the commencement of a course, a 15% cancellation fee will be charged. Cancellation fee will also apply to non arrivals on the day.

Further Information | Bookings

For 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, 4 September 2020. **Places are limited so early booking is recommended to secure a place.**

Programme Content or Suitability

Edwin Maguire

Senior HRM Training and Consultancy Specialist

Tel: 01 240 3678 | Email: emaguire@ipa.ie

Programme Bookings

Central Bookings Office

Training and Development Division

Tel: 01 240 3666 | Email: training@ipa.ie