



# CIPD Foundation Certificate in Human Resources Practice

Commencing October 2020



*This programme is designed for those who want specialist Human Resource Management (HRM) knowledge combined with practical skills development and leads to the first level of CIPD Professional Membership.*

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

Successful completion of this programme leads to the Chartered Institute of Personnel and Development (CIPD) Foundation Certificate in Human Resources Practice and the IPA Certificate in Human Resource Management Practice.

On successful completion of the programme, participants will automatically become CIPD Associate Members (Assoc CIPD). This is the first level of CIPD Professional Membership. It is awarded to people who have the skill and knowledge needed to make a significant supporting 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 is ideally suited to:

- » Staff who have recently moved into the field of Human Resource Management (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 and 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

### Programme Content

The **Certificate Programme** will be delivered in six (6) Units as follows:

#### **Unit 1: Developing Yourself as an effective HR Practitioner**

- » Key Personal Skills/Competencies for HRM Practitioners

#### **Unit 2: Understanding Organisations and 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 and Selection Policies and Procedures
- » Skills in Recruitment and Selection Interviewing
- » Induction and Probation

#### **Unit 4: Performance and 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 and Utilising HR Information**

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



## Programme Information

### Delivery, Duration and Location

The course is delivered by way of a blended learning design. Participants will be provided with access to workbooks, learning sets, podcasts, videos and an interactive website and will be required to attend a minimum of nine (9) days of workshops over the period October 2020 to May 2021. There will also be additional action learning set meetings that participants will attend throughout the programme (see below). 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.

### Learning Sets

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.

### Assessment

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.

### Membership of CIPD

While studying for the 'CIPD Foundation Certificate in Human Resources Practice' 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 HR Practice 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.



# CIPD Foundation Certificate in HR Practice



## Workshop Dates & Booking Information

### Certificate Workshop Dates

Unit 1: <b>Developing Yourself as an Effective HR Practitioner</b>	1 & 21 October 2020
<b>Learning Set Meetings*</b>	2-4 November 2020
Unit 2: <b>Understanding Organisations and the Role of HR</b>	26 November 2020
Unit 3: <b>Resourcing Talent*</b>	Group A: 19-20 January 2021 or Group B: 21-22 January 2021
Unit 4: <b>Performance and Reward Management*</b>	Group A: 2-3 March 2021 or Group B: 4-5 March 2021
Unit 5: <b>Employee Relations</b>	21-22 April 2021
Unit 6: <b>Recording, Analysing and Utilising HR Information</b>	27 May 2021

*\*Group allocation and relevant dates will be confirmed at Unit 1.*

### 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 €2,780. The 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.

***Please note that places are strictly limited and early booking is recommended to secure a place.***

#### Programme Content or Suitability

Edwin Maguire  
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#### Programme Bookings

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