



# CIPD Foundation Certificate in Human Resources Practice

Commencing Online October 2020



THIS PROGRAMME IS DESIGNED FOR THOSE WHO WANT SPECIALIST HUMAN RESOURCE MANAGEMENT (HRM) KNOWLEDGE COMBINED WITH PRACTICAL SKILLS DEVELOPMENT WHICH 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:

- » An appreciation of the knowledge, skills and behaviours required for effectiveness in HRM practitioner roles
- » 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 & THE ROLE OF HR**

- » Organisational Context of the HRM Function
- » Models of HRM in the Civil, Public, Private & Not for Profit Sectors
- » The Contribution of HRM in Supporting the Organisation & its Strategy & the HR Role & Responsibilities of Line Managers

#### **UNIT 3: RESOURCING TALENT**

- » Best Practice Recruitment & Selection Policies & Procedures
- » Skills in Recruitment & Selection Interviewing
- » On-boarding & Induction

#### **UNIT 4: PERFORMANCE & REWARD MANAGEMENT**

- » Managing Performance & Development
- » Appraisal Interviewing
- » Reward Management

#### **UNIT 5: EMPLOYEE RELATIONS**

- » Employment Law Essentials – Contracts & Terms & Conditions of Employment
- » Employee Engagement

#### **UNIT 6: RECORDING, ANALYSING & UTILISING HR INFORMATION**

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

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## Programme Information

### DELIVERY, DURATION AND LOCATION

The course is delivered by way of blended learning design. Participants will be required to attend online workshops on a minimum of seven (7) days over the period October 2020 to May 2021. Participants will also be provided with access to workbooks, podcasts, videos, webcast lectures and other learning resources through the IPA's Learning Management System Moodle. There will be additional online learning set / study group meetings that participants will attend throughout the programme (see below). Participants will be required to have good internet access.

*We can also provide a dedicated programme internally for organisations if required.*

### 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. 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 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 to attend these 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 online classroom / workshop assessment and verification. If circumstances permit these practical skills assessments may be conducted in workshops held at the IPA in Lansdowne Road in January and March 2021.

### Membership of CIPD

While studying for 'CIPD Foundation Certificate in Human Resources Practice' participants must join as student members of the CIPD. Successful completion of the CIPD Foundation Certificate in HR 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.



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## Online Workshop Dates & Booking Information

### CERTIFICATE IN HR PRACTICE UNITS & WORKSHOP DATES

UNIT 1: <b>DEVELOPING YOURSELF AS AN EFFECTIVE HR PRACTITIONER</b>	1 & 21 OCTOBER 2020
<b>FIRST FACILITATED LEARNING SET MEETINGS*</b>	<b>ONE MEETING ON 2, 3 OR 4 NOVEMBER 2020</b>
UNIT 2: <b>UNDERSTANDING ORGANISATIONS AND THE ROLE OF HR</b>	26 NOVEMBER 2020
UNIT 3: <b>RESOURCING TALENT*</b>	GROUP A: 20 JANUARY 2021 <b>OR</b> GROUP B: 22 JANUARY 2021
UNIT 4: <b>PERFORMANCE AND REWARD MANAGEMENT*</b>	GROUP A: 3 MARCH 2021 <b>OR</b> GROUP B: 5 MARCH 2021
UNIT 5: <b>EMPLOYEE RELATIONS</b>	22 APRIL 2021
UNIT 6: <b>RECORDING, ANALYSING AND UTILISING HR INFORMATION</b>	27 MAY 2021

\* *The allocation of participants to learning sets / study groups and to Unit 3 & 4 Workshops will be confirmed after the Unit 1 Workshops.*

#### Venue

The 2020-2021 course will be delivered through online workshops. However as outlined above, where required and if circumstances permit, skills assessments may 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 €2,630. The fee includes: CIPD Student Membership Fees (up to July 2021); 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.

#### 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. The cancellation fee will also apply to non arrivals on the first online workshop.

#### 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 that bookings should be received, in writing, before Friday, 4 September 2020.

***Places are limited so early booking is recommended to secure a place.***

#### FOR PROGRAMME CONTENT OR SUITABILITY

Edwin Maguire

IPA - CIPD Programmes Director

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#### FOR PROGRAMME BOOKINGS

Central Bookings Office

Training and Development Division

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