



# CIPD FOUNDATION DIPLOMA IN HUMAN RESOURCES PRACTICE 2020

FOR THOSE WHO HAVE COMPLETED THE CIPD CERTIFICATE IN HUMAN RESOURCES PRACTICE

The Institute of Public Administration (IPA) is now offering participants on its current Chartered Institute of Personnel and Development (CIPD) Foundation Certificate programme in Human Resources (HR) Practice an opportunity to book their place for the CIPD Foundation Diploma in HR Practice units commencing in September 2020.

This three additional units 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 HR Practice Programme in 2020.

The Diploma Units will expand participants' specialist HR knowledge combined with practical skills development. Successful completion of these units leads to the CIPD Foundation Diploma in HR Practice.

## UNIT TITLES AND ONLINE WORKSHOP DATES

The Units available to graduates of the CIPD Foundation Level Certificate in HR Practice are as follows. Details of Purpose, Aim and Learning Outcomes for each Unit are set out overleaf.

<b>UNIT D 1 - 24 SEPTEMBER 2020</b>	<b>CONTRIBUTING TO THE PROCESS OF JOB ANALYSIS</b>
<b>UNIT D 2 - 5 NOVEMBER 2020</b>	<b>IDENTIFYING LEARNING AND DEVELOPMENT NEEDS</b>
<b>UNIT D 3 - 10 DECEMBER 2020</b>	<b>SUPPORTING CHANGE WITHIN ORGANISATIONS</b>

## DELIVERY METHOD

This series of CIPD Diploma in HR Practice units will be delivered using a blended learning design. Participants will be required to attend Online Workshops on three dates above over the period September to December 2020 and will have access to workbooks, learning sets, podcasts, video recordings etc. through Moodle.

The Online Workshops will be delivered using MS Teams. Numbers that can be accommodated on these Online Workshops is limited to 20 participants. Early booking is advised to secure a place. If the number wishing to enrol for the CIPD Diploma in HR Practice units is greater than 20 additional dates for Online Workshops will be offered.

In addition to attending the Online Workshops, those enrolled for the CIPD Diploma in HR Practice units will have an opportunity to participate in Learning Set meetings on dates and at times as agreed by Learning Set members. The course director will endeavour to ensure that people from the original CIPD Certificate in HR Practice Learning Sets scheduled to attend Online Workshops on the same dates.

## ACCREDITATION AND ASSESSMENT

The Diploma in HR Practice is accredited by the CIPD. Assessment is by means of unit assignments all of which require the submission of written Activity Reports.

## PROGRAMME FEE

The fee per participant for the three CIPD Diploma in HR units will be €900. Where 3 or more participants from the same organisation enrol on the programme a 10% discount will apply. The fee includes attendance at workshops, all IPA course materials, tutor support and refreshments during workshops.

**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 once the programme commences.**



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

### UNIT D1 – CONTRIBUTING TO THE PROCESS OF JOB ANALYSIS

#### PURPOSE AND AIM OF UNIT

The overall focus of this unit is to develop the learner's understanding of the principles and practice of job analysis and job design. The unit content is designed as an introduction to the knowledge and skills required in the use of a number of methods of conducting job analysis. Specifically, the unit will enable the learner to articulate the purpose of disaggregating jobs into component parts, that is, job analysis, to provide the foundation for a number of broader human resources (HR) practices. In particular, the unit focuses on the principles of job design and the use of job analysis data in the practice of job design. It is also designed to cover additional ways job analysis is used, including but not limited to recruitment and selection, job evaluation and equal pay. Learners will develop a better understanding of how job analysis and design fits within the broader professional area of organisation design.

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

1. Explain the principles, purposes and practice of job analysis.
2. Contribute to the process of job analysis.

### UNIT D2 – IDENTIFYING LEARNING AND DEVELOPMENT NEEDS

#### PURPOSE AND AIM OF UNIT

For individuals and their organisations to respond to changing environments and exploit emerging opportunities they need to ensure the quality and currency of their skills, knowledge and capabilities. Taking a pro-active approach to identifying learning needs is a key part of this, and often the responsibility of the L&D practitioner. This unit supports the development of the skills required to undertake an effective identification of others' learning needs. It begins with a consideration of why individual and group learning needs arise and why it is important for both organisations and individuals to be aware of them. The unit goes on to explore the types of information required for identifying L&D needs and different methods for collecting and analysing this information. Learners are required to apply their knowledge to the practical identification and prioritisation of individual or group needs, and to specify their findings in an appropriate format, along with any other identified factors that might affect the learning solution.

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

1. Understand how learning and development needs arise and why it is important to be aware of them.
2. Be able to identify, prioritise and specify learning and development needs.

### UNIT D3 – SUPPORTING CHANGE WITHIN ORGANISATIONS

#### PURPOSE AND AIM OF UNIT

This unit covers the main factors that need to be considered in the change process and will enable learners to understand why organisations need to change with reference to key internal and external factors. Change concepts and different ways of managing change will be introduced. People also respond to change in different ways and this manifests itself in variable behaviours. This aspect will be given particular attention along with the implications for the human resources (HR) function. Learners will develop a better understanding of the change process and enhance their ability to support the organisation and its employees.

On completion of this unit, learners will understand:

1. Why organisations need to change and how change affects organisations.
2. The key factors involved in the change process and different approaches to managing change.
3. The impact of change on employees and the role of HR.

## BOOKINGS

To book your place, please return a completed booking form by no later than Friday, 4 September 2020 to:

**Liliane Pereira** | Institute of Public Administration

57-61 Lansdowne Road | Ballsbridge, Dublin D04 TC62 | **Tel:** 01 240 3600 | **Email:** [CIPD@ipa.ie](mailto:CIPD@ipa.ie)