



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales

Welcome to **University of Wales** **Trinity Saint David**

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



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CIPD

CIPD Associate Diploma in People Management (Level 5)

*Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives*



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The Qualification

- CIPD Associate Diploma in People Management (Level 5)
- Certificate will be from the CIPD
- This will enable you to use the letters Assoc CIPD after your name
- 18 month programme (results submitted in March 2028, graduation in July 2028)
- 9 Workshops - 9:30am to 4:30pm (supplemented with online tutorials/material)

What you'll be studying:

7 Modules

- 3 Core Modules
- 4 Pathway/Specialist

Modules

- Evidence-based Practice
- Organisational Performance and Culture in Practice
- Professional Behaviours and Valuing People
- Employment Relationship Management
- Talent Management and Workforce Planning
- Reward for Performance and Contribution
- Specialist Employment Law OR Wellbeing at Work (your choice)

Module Elements

- Total qualification time – 420 hours
- 175 hours guided learning
- 245 hours self-study
- Guided learning hours – Classroom attendance, online tutorials and activities on your learning plan
- Self-study – self-directed learning for preparation of assessments
- Recommended study time - 7-9 hours per week

How to manage your learning

- Attend the face-to-face workshops
- Undertake the activities on your learning plan 2-3 hours per week
- Self-study 5-6 hours a week
- As this is a supported distance learning course, you need to dedicate regular time to undertake activities on your learning plan

Formal Assessments

- Each module has one assignment, split into sections. Result is pass/refer.
- All assessment criteria must be passed. Marked from 1 to 4 (refer, low pass, pass, high pass).
- If you have a 1 for any section, you must rework it to pass.
- Follow the assignment specification closely and adhere to the word count guidance.
- You need to pass all assignments to achieve the Diploma.

Cohorts

- Cohort 11 (Awaiting Results)
- Cohort 12
- Cohort 13
- Cohort 14 (you!)

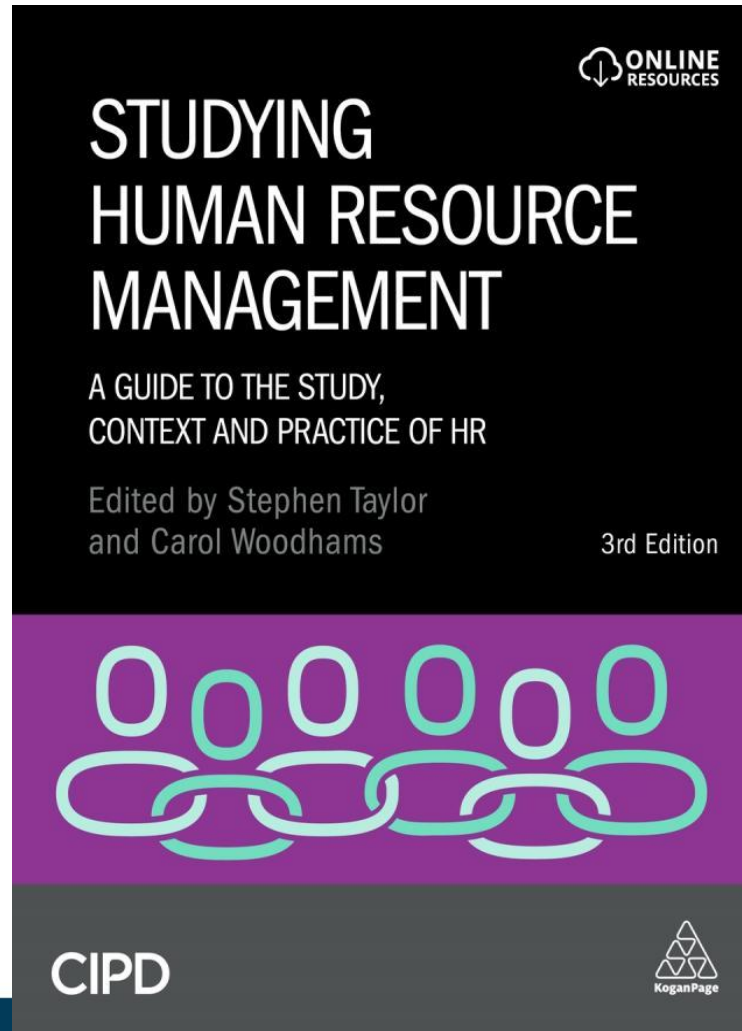
Timetable

Module Name	Day of Week	Date of workshops	Times	Lecturer	Room	Submission Date
Induction	Wednesday	23.9.26	9:30-16:30	Julie Thomas	TL11	
Evidence Based Practice	Wednesday	7.10.26	9:30-16:30	James Moore	TL06	7.12.26
Organisational Performance and Culture in Practice	Wednesday	18.11.26	9:30-16:30	Julie Thomas	TL11	
Organisational Performance and Culture in Practice	Wednesday	9.12.26	9:30-16:30	James Moore	TL11	1.2.27
Professional Behaviours and Valuing People	Wednesday	3.2.27	9:30-16:30	James Moore	TL06	22.3.27
Employment Relationship Management	Wednesday	17.3.27	9:30-16:30	Rebecca Francis-Davies	TL11	24.5.27
Specialist Employment Law	Wednesday	2.6.27	9:30-16:30	Rebecca Francis-Davies	TL06	19.7.27
Wellbeing at Work	Wednesday	2.6.27	9:30-16:30	Julie Thomas	TL11	19.7.27
Talent Management and Workforce Planning	Wednesday	29.9.27	9:30-16:30			
Reward for Performance and Contribution	Wednesday	24.11.27	9:30-16:30			

Online Timetable (Tutorials are optional)

26th October 4pm
10th November 9am
Teams

The Core Text



**Kogan Page
Discount Code**

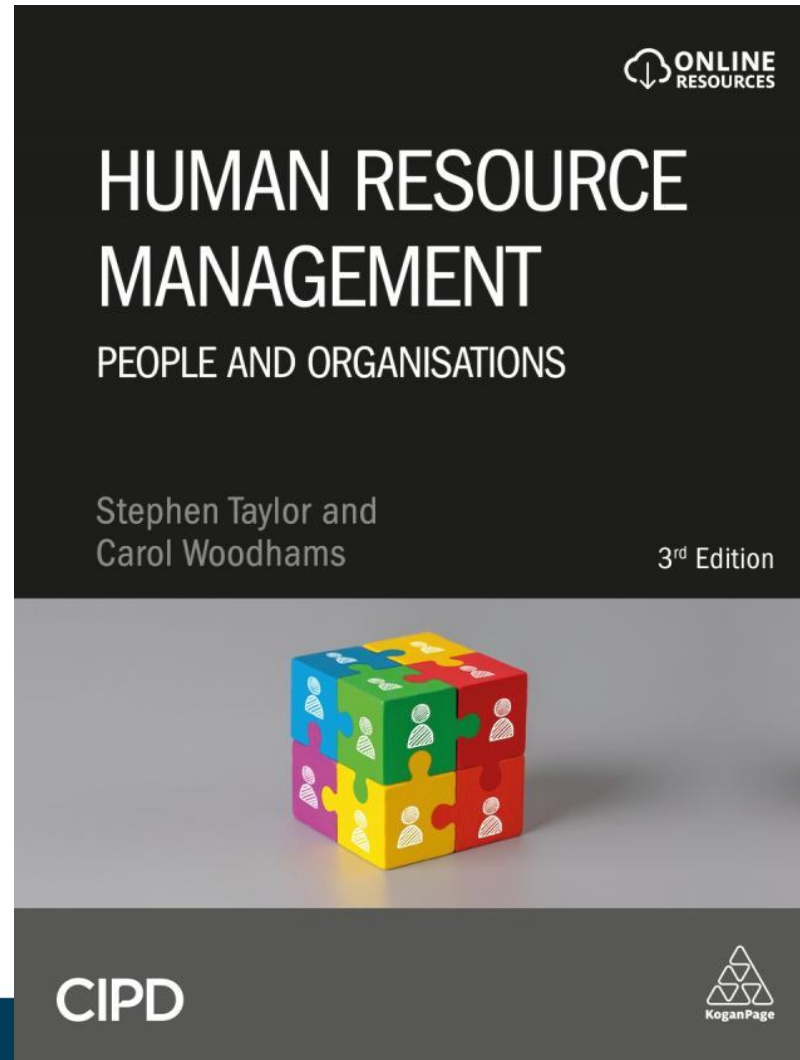
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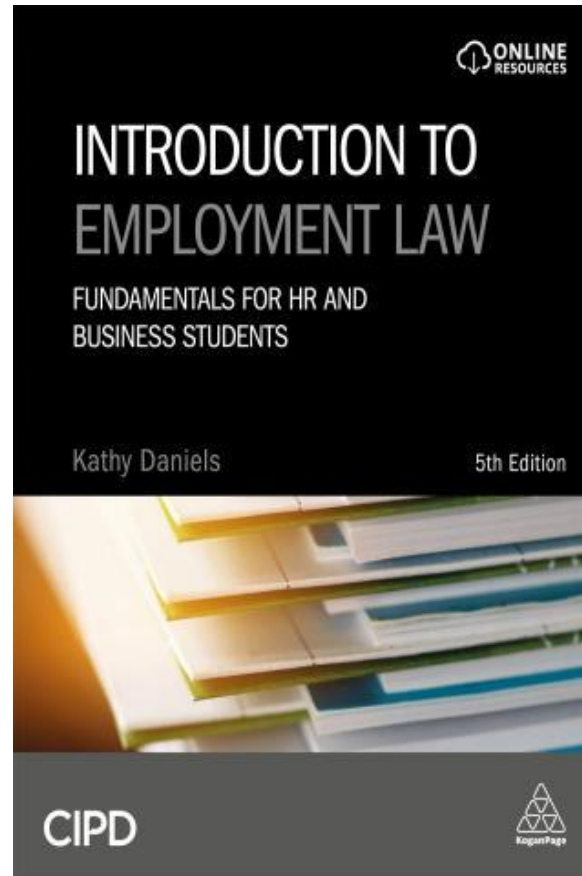
[Student Store |
Kogan Page](#)

Core Text No.2

**New edition
out
November
2026**



Core Text No.3



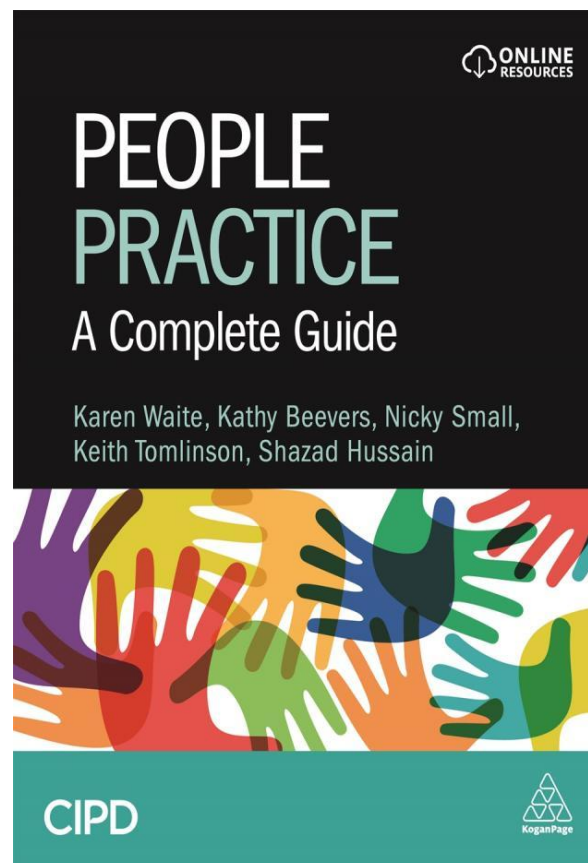
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2026**

Useful for Basic Concepts

Level 3 textbook:

Also, sample chapters
from Kogan Page:

[Home | Kogan Page](#)



Key Resources

- CIPD Specification (detail on assessment criteria) and Programme Handbook
- The Learning Plan for each module
- Timetable
- Reading lists on Moodle (Leganto)
- Moodle pages
- Student email
- Library
- Social media – Linked In, Facebook

LinkedIn

Follow useful pages for short articles, e.g.

- Organisations such as CIPD, ACAS
- Magazines - Harvard Business Review, HR Magazine, People Management
- World Economic Forum, Science for Work
- Consultants - McKinsey, Center for Creative Leadership, Deloitte
- Thought Leaders – e.g. David Liddle, Gethin Nedin, Andrew Cooper, Dan Pink, Adam Grant, David Ulrich

Most importantly – connect and network – try this now!

Facebook Pages

- HR Students at UWTSD
- CIPD
- CIPD Wales
- People Management
- Personnel Today

CIPD

- Local Events – advertised on LinkedIn or EventBrite (Follow CIPD UK, The CIPD Branches in Wales)
- [Student Series - The CIPD as your study partner](#)
[Tickets, Thursday, November 12 • 12 PM - 12:45 PM GMT | Eventbrite](#)
- [Winter Student Network Live Tickets, Thursday, January 14, 2027 • 12 PM - 1:30 PM GMT | Eventbrite](#)
- CIPD Website
[CIPD | CIPD The Professional Body for Human Resources and People Development](#)
- Student Membership – [HR and L&D support for Students - CIPD | CIPD](#)

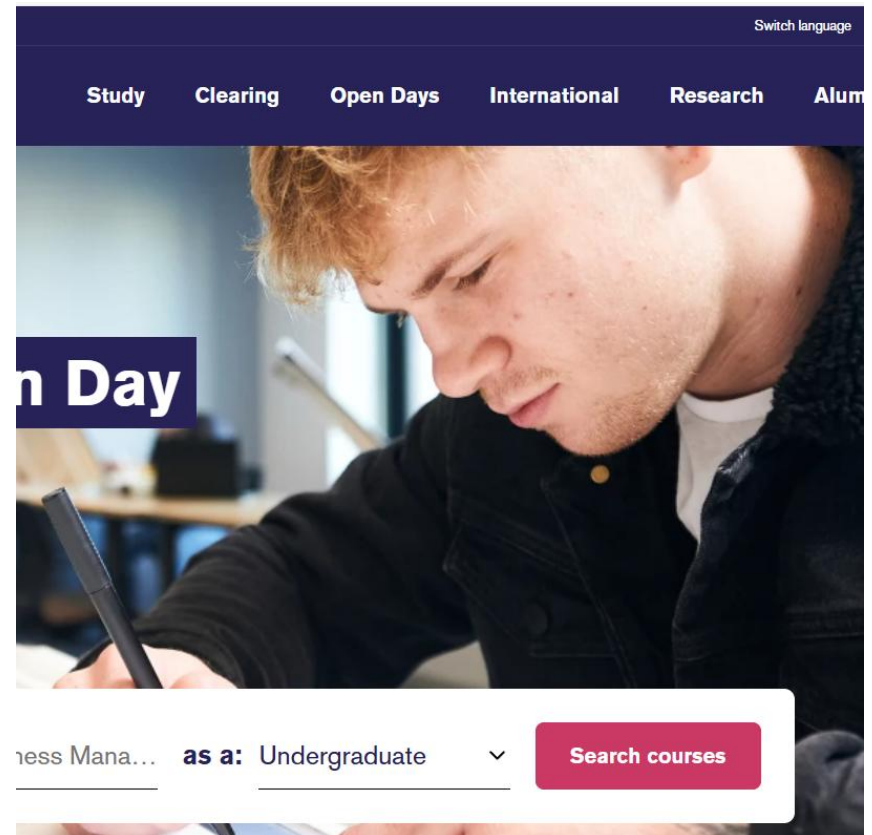
Access all your needs via our Website/Student Hwb App

[Homepage | University of Wales Trinity Saint David \(uwtsd.ac.uk\)](https://uwtsd.ac.uk)

Click 'current students' on the right-hand side

[Swansea Students » Hub](#)

Connect to on-campus WIFI (Eduroam) using your student ID



Accessing our Systems

Your username is your 7-digit student number.
Your password, if you haven't already changed it, is dobxx.xx.xx, for example if you were born on the 1st January 2000, it would be dob01.01.00.

Email – student number@student.uwtsd.ac.uk

IT Platforms

- [Hwb - IT overview - YouTube](#)
- [Getting Started - YouTube](#)

Moodle

Microsoft Teams

Guides and Resources on Hwb

IT Helpdesk – call 0300 500 5055

Submitting your Work



Data Shared with the CIPD

- To register you, your name, email address, DOB and telephone number will be shared with the CIPD
- By submitting work to Turnitin, you are also giving the University consent to submit your results to the CIPD, and if requested, to share your work with them for the purpose of moderation.

Use of Chat GPT/Microsoft Co-Pilot/other AI is not permitted!

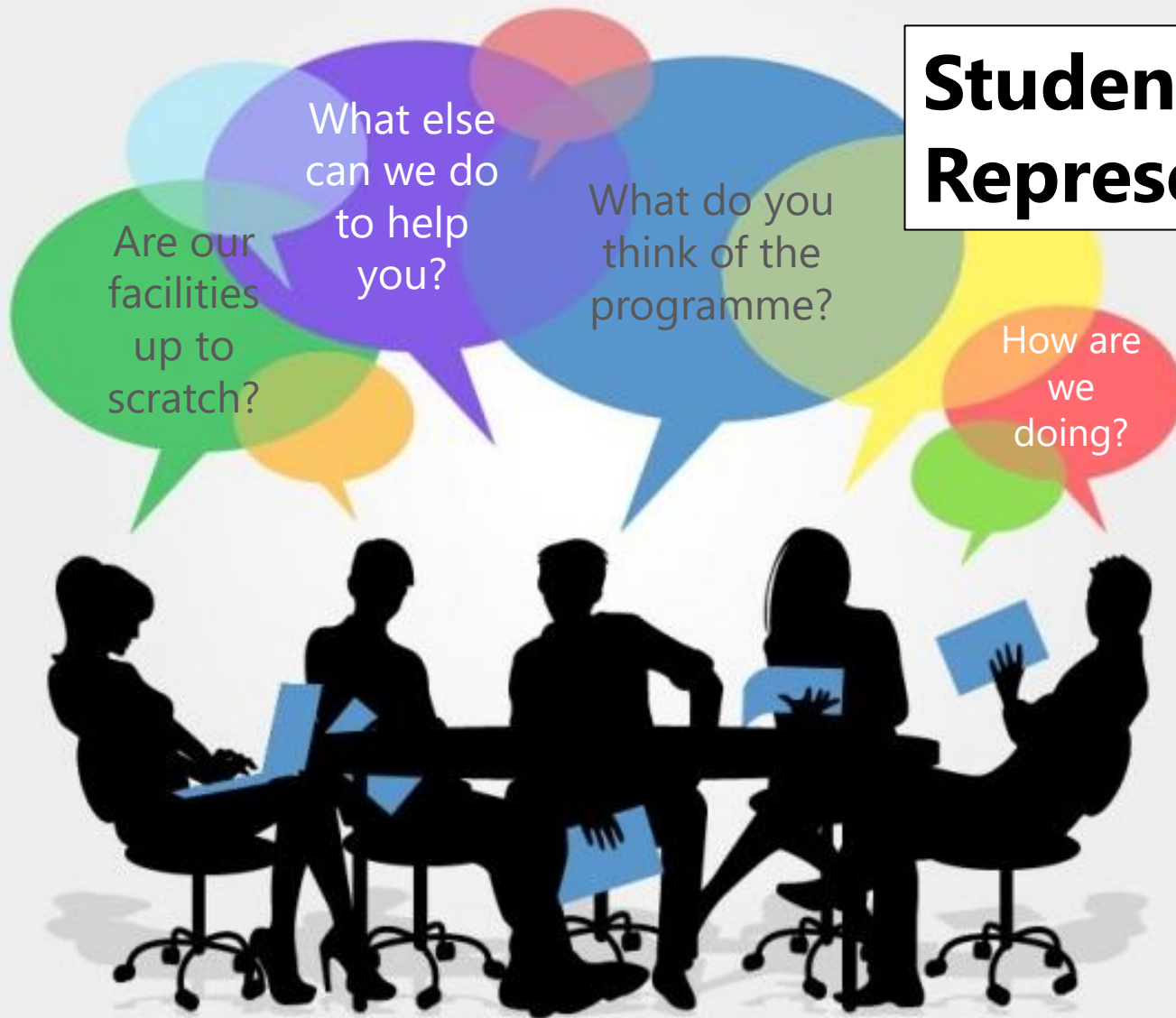


Student Support Services

- Support with academic writing
- Study skills
- Counselling service
- Extenuating Circumstances
- Details on website: [Student Services | University of Wales Trinity Saint David \(uwtsd.ac.uk\)](http://uwtsd.ac.uk)

Any issues – you are welcome to contact me in the first instance.

Student Representatives



Student Union Video

- [Video Link](#)

Enrolment Issues

Please email the Admin Office:

Email: imh.admin@uwtsd.ac.uk

What now?

- Enrol with UWTSD and download your ID
- Look out for the CIPD email and join as a student member
- Buy/borrow the first 2 core books
- Connect with me on LinkedIn and join the Facebook page
- Download the Hwb and Outlook app on your phone, and the Microsoft Teams app on your PC/Laptop
- Read the assignment



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Evidence Based Practice 5CO02

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Learning Outcomes

1. Understand strategies for effective critical thinking and decision-making.
2. Understand the importance of decision-making strategies to solve people practice issues.
3. Be able to measure the impact and value of people practice to the organisation.

General Topics

Evidence-Based
Practice

Analysis Tools and
Methods

Critical Thinking

Decision making
processes

Ethical
Perspectives

Interpreting and
presenting data

Making
Recommendations

Measuring impact
of people practices

Key Resources

- Learning Plan
- Assessment criteria and Reading List – Programme Specification
- Core Textbook – *Studying HRM* – relevant chapters and the sample assignment in Appendix
- Level 3 Textbook – *People Practice*
- CIPD Factsheets
- Assessment Brief
- Moodle page

Assessment

- Written answers to questions 2900 words +/-10%
- Completed calculations
- Findings presented in two charts, with written descriptions (e.g. bar graphs/line graphs/pie charts with written description underneath)
- Three recommendations, 1000 words (+/- 10%)

Brief is on Moodle

Submission Date – 7th December 2026

Workshops this Term

Evidence Based Practice

Wednesday 7.10.26 (assignment due 7.12.26)

Organisational Performance and Culture in Practice

Wednesday 18.11.26 and 9.12.26 (assignment due 1.2.27)