

Qualification: CIPD Diploma in Applied Human Resources

Module Name: Developing Professional Practice in HR

Activity 1

Word Count: NA

Within this document I have collected relevant information relating to my HR development programme. I have included the programme handbook (front cover only) which explains detailed information about the course.

The apprenticeship information booklet (cover only), covering stages of apprenticeship and contractual agreements.

The induction questionnaire, signed by my tutor. The course timetable, which includes Dates, what module we will cover, CIPD code, University code, submission dates and assessment methods.

Managing your learning sheet, with guided hours as well as credits available.

I have also included the diploma information sheet which covers the programme of study, Assessment information, location of workshops, entry requirements of the course and CIPD fees, including how to join.

Student Name: Richard Drummond
Student Number: 1810221
CIPD Membership Number:47529129

By signing below, I confirm that the work/evidence presented is my own, unaided work. I understand the regulations pertaining to candidate malpractice and the action that may be taken as a result.

Signed: *R J Drummond*
Date: 3/12/2018



PROGRAMME OF STUDY HANDBOOK

CIPD Level 5 Diploma in Applied Human Resources

THE BUSINESS SCHOOL

2017-2018



colegsirgâr

Employer Information Booklet



Coleg Sir Gâr Graig Campus Sandy Road Pwll Llanelli SA15 4DN	Coleg Sir Gâr Ammanford Campus Dyffryn Road Ammanford SA18 3TA	Coleg Sir Gâr Gelli Aur Campus Gelli Aur Llandeilo SA32 8NJ	Coleg Sir Gâr Pibwrlwyd Campus Pibwrlwyd Carmarthen SA31 2NH	Coleg Sir Gar Jobs Well Campus Jobs Well Road Carmarthen SA31 3HY
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Cronfa Gymdeithasol Ewrop
European Social Fund

CIPD Level 5 Diploma in Applied Human Resources – Information Leaflet 2017/18

The **CIPD Level 5 Diploma in Applied HR**, is a Higher Apprenticeship qualification in HR Management. It is equivalent to the second year of a university degree in the UK.

The Higher Apprenticeship will enable apprentices to develop knowledge and skills in human resource management, while being employed and earning a salary. Employers will have a chance to expand their human resource function and better support their most valuable asset: their people.

The apprenticeship takes two years to complete with apprentices dividing their time between:

- undertaking their role
- being taught on-the-job (e.g. being trained by a manager)
- being taught off-the-job (e.g. attending UWTSD).

On successful completion of the CIPD's Level 5 Diploma in Applied Human Resources candidates will become Associate members of the CIPD. Associate membership is recognised as a professional level of membership and successful candidates are entitled to use the designation AssocCIPD after their name.

PROGRAMME OF STUDY

The Level 5 Diploma in Applied Human Resources is comprised of 16 units – 5 Core units, 6 additional knowledge based units (Group A units) and 5 competence based units (Group B units). Group A and B units have been pre-selected by the University from a range of units offered for this qualification by the CIPD.

Level 5 Diploma in Applied Human Resources = 90 credits (QCF).

26 credits from all core units

24 credits from Group A

40 credits from Group B

The programme will take two years. The terms during the first year will be divided up as follows:

Induction	28 th February 2018
Term 1:	28/02/2018 – 29/03/2018
Term 2:	16/04/2018 – 22/06/2018
Term 3:	17/09/2018 – 21/12/2018

The course will be delivered through 16 units over two years. The length of the block of teaching per unit will depend on the number of CIPD specific credits afforded to the unit.

The units will be taught in the following order:

Year 1:

1. Using a Research Approach in Human Resources
2. Developing Professional Practice in Human Resources
3. Understanding the Contemporary Human Resources Function
4. Understanding the Business Context of Human Resources
5. Understanding Employment Law
6. Understanding the Management of Employment Relations
7. Understanding the Link between Individual and Organisational Performance
8. Contributing to improving Organisational Performance
9. Understanding Employee Engagement

Year 2:

10. Contributing to Employee Engagement in the Organisation
11. Understanding the Management of Change
12. Contributing to the Management of Change
13. Understanding Coaching and Mentoring in the Organisation
14. Contributing to Coaching and Mentoring in the Organisation
15. Understanding Resourcing and Talent Planning
16. Contributing to Resourcing and Talent Planning in the Organisation

Assessment:

Formative assessment is embedded throughout the course to encourage self-development, with summative assessment at the end of each unit as recommended by the CIPD. Details of the assessment will be released by the unit tutor at the beginning of the unit delivery. The range of assessment methods utilised ensures that all the learning outcomes and assessment criteria are met in a way that enhances the student's learning experience. They should allow candidates to demonstrate a clear grasp of the concepts and their ability to link theory to practice and to communicate clearly in the HR field at the appropriate level. These include assignments, case studies, group and individual presentations, blogs, work-related activities and reports. Assessment of the group B units will be via portfolios of evidence gathered in the workplace.

Location:

This programme is delivered at the Coleg Sir Gar Pibwrlwyd Campus, Carmarthen. Future cohorts may be delivered in Swansea.

Entry Requirements

The Diploma is open to individuals employed in Human Resources. An interview will be held to determine the applicants' ability to study at level 5. Due to the academic elements of the course the preferred minimum entry qualification is 'A' levels (or equivalent) or an HNC/HND. However, those who hold the CIPD Certificate in Human Resource Practice (Foundation level)/ Certificate in Personnel Practice (CPP) or who have HR experience will also be considered.

Fees

This is a fully funded apprenticeship.

CIPD membership and registration fee (paid directly to CIPD)

It is mandatory for students to become a member of the CIPD if studying for a CIPD qualification, but the membership arrangements are between the student and the CIPD. Your course tutor will provide assistance with this process once you have attended your course induction. The CIPD registration/joining fee is **£40** for students (you can get this rate when you have proof of having attended the course, i.e. you will need to have attended for the first few sessions, after which the university will register you directly as a student on the CIPD database triggering the CIPD to allow a discounted rate). You must also pay a membership rate of **£92** (annual) which can be administered directly on-line on the CIPD's website. *CIPD generally update their fees annually in June/July each year so please be aware that this pricing may change. Please refer to the following website for methods of payment.*

<https://www.cipd.co.uk/membership/become-member/fees>

Course Expenses

Course materials are made available from the course Moodle page accessed when you start the course. There are also a number of books signposted for reading at different times during the different modules studied, in the UWTSD library, but there is one core text recommended which can be used all year. It is a new edition – Stephen Taylor & Carol Woodhams, Studying Human Resource Management, 2nd edition **ISBN13:** 9781843984153 (published May 2016).

More books are available at: <https://www.koganpage.com/listing/cipd-books#sthash.g2SufTJi.dpuf>

Many students like to have this to refer to throughout their study, while others make use of borrowing the limited texts available in the library.

Application

Please complete the application form and return this by email to julie.thomas@uwtsd.ac.uk or by post:

Julie Thomas
Programme Director, CIPD
UWTSD
Powell Street
Swansea
SA1 1NE

Once your application has been approved, a letter will be sent to you explaining how to enrol.

Induction Questionnaire

Diploma in Applied Human Resources

September 2018

	Question	Answer
1.	When, where and at what time will the course will be delivered?	Carmarthen 9.30-4.30 room 1 Wednesday a Month A215.
2.	How many modules form part of the programme?	16
3.	What are the term dates for this year?	Sept → May 19 → July 2019. Dec → Jan.
4.	What is Moodle?	Online resource tool.
5.	What is Eduroam?	College - Wi-Fi
6.	What is Turnitin?	for uploading works Assignments
7.	Do you know when you are required to hand in work?	Yes
8.	What is the core text for this programme?	Studying HR Management HRM People & Organisation
9.	Do you know how to access the library catalogue?	Yes
10.	Do you know who to go to if you have a question/concern about the course?	Yes (Jule)
11.	What is the name of the Training Adviser?	Alison Williams
12.	What is the name of the Course Lecturer?	Jule Thomas
13.	Will you be expected to complete work outside lessons?	Yes
14.	Do you need to be a member of the CIPD?	Yes
15.	What support is available for study skills?	College Services.
16.	Do you know where the fire-exits and first aid points are for the building?	Yes
17.	How many credits is the programme?	90
18.	What is the length of the programme?	2 yrs
19.	Have you been given access to the student handbook and time-table?	Yes
20.	What academic level is this qualification?	Intermediate diploma level 5

Name: Richard Drummond

Signed: 

CIPD Membership Number (to be added when available):

Signature of Lecturer: 

Date: 14/11/18

CIPD Diploma in Applied Human Resources

Managing your Learning

The CIPD Diploma in Applied Human Resources is a 90 credit qualification with a Total Qualification Time (TQT) of 900 hours. The TQT is the number of hours it is estimated that a candidate will take to complete a qualification from start to finish and includes guided learning hours, self-study, preparation and assessment (CIPD, 2017).

Guided learning hours includes off and on the job learning.

Off-the-job learning is characterised by formal or planned taught sessions (workshops) delivered by qualified training staff plus specified activities in your learning plan;

On-the-job learning hours are those which enable the apprentice to demonstrate practical job-related skills and to practice and apply these in the context of the job. This type of learning will take place in the workplace and is also specified in your learning plan.

(Welsh Government, 2017)

Self-study (also referred to as self-directed learning in CIPD documentation) – this is additional reading/other learning as chosen by you, to expand your knowledge and enable you to complete the assessments. Reading lists are provided for each module to help you with this.

The table below shows how each module is structured in terms of credits, guided learning hours and self-directed learning.

Module	Credits	Guided Learning Hours	Self-directed Learning
Using a Research Approach in Human Resources	4	20	20
Developing Professional Practice in Human Resources	8	40	40
Understanding the Contemporary HR Function	4	20	20
Understanding the Business Context of HR	4	20	20
Understanding Employment Law	6	30	30
Understanding the Management of Employment Relations	4	20	20
Understanding the Link between Individual and Organisational Performance	4	20	20

Contributing to Improving Organisational Performance	8	40	40
Understanding Employee Engagement	4	20	20
Contributing to Employee Engagement in the Organisation	8	40	40
Understanding the Management of Change	4	20	20
Contributing to the Management of Change	8	40	40
Understanding Coaching and Mentoring in the Organisation	4	20	20
Contributing to Coaching and Mentoring in the Organisation	8	40	40
Understanding Resourcing and Talent Planning	4	20	20
Contributing to Resourcing and Talent Planning in the Organisation	8	40	40
Totals	90 credits	450 hours	450 hours

How to manage your learning:

The above means that you will need to manage your learning as follows:

1. Attend the monthly workshops which form part of the guided learning hours.
2. Complete activities in your learning plan (2-3 hours per week) which also form part of the guided learning hours.
3. Read and prepare for your assessments (an additional 5-6 hours per week).

The Business School

12th September 2018

Timetable – CIPD Diploma in Applied Human Resources 2018-2020

Date of Workshop	Name of Module	CIPD Code	University Module Code	Submission Date of Assessments	Method of Assessment
19 th September 2018	Induction/Using a Research Approach in HR	5CIHR	BMPD5002		
26 th September 2018	Using a Research Approach in HR	5CIHR	BMPD5002	Part One - 22/10/18 Part Two – 11/2/19	Part One - Written response. Part Two - Research Report.
17 th October 2018	Developing Professional Practice in Human Resources <i>Reflex map</i>	5CDPP	BMPD5000	19/11/18 plus submission of updated Personal Development Plan on 18/5/20	Portfolio of Evidence
14 th November 2018	Understanding the Contemporary HR Function	5CMHR	BMPD5003	21/12/18	Slides and notes pages
12 th December 2018	Understanding the Business Context of HR	5CBIC	BMPD5001	28/1/19	Written report, analysis notes
16 th January 2019	AM: Understanding the Business Context of HR PM: Understanding Employment Law	5CELW			
13 th February 2019	Understanding Employment Law	5CELW	BMPD5004	11/3/19	Written answers to questions
6 th March 2019	Understanding the Management of Employment Relations	5KCER	BMPD5008	29/4/19	Written answers to questions
3 rd April 2019	Understanding the Link between Individual and Organisational Performance	5KIOP	BMPD5006	10/6/19	Slides and notes pages
1 st May 2019	Contributing to Improving Organisational Performance	5AIOP	BMPD5012	1/7/19	Portfolio of Evidence
5 th June 2019	Understanding Employee Engagement	5KEEG	BMPD5007	29/7/19	Briefing paper
3 rd July 2019	Contributing to Employee Engagement in the Organisation	5AEEG	BMPD5013	18/9/19	Portfolio of Evidence
18 th September 2019	Understanding the Management of Change	5KMOC	BMPD5010	4/11/19	Slides or screen shots with notes pages

16 th October 2019	Contributing to the Management of Change	5AMOC	BMPD5015	25/11/19	Portfolio of Evidence
13 th November 2019	Skills Workshop				
11 th December 2019	Understanding Coaching and Mentoring in the Organisation	5KDCM	BMPD5009	20/1/20	Briefing paper
15 th January 2020	Contributing to Coaching and Mentoring in the Organisation	5ADCM	BMPD5014	9/3/20	Portfolio of Evidence
12 th February 2020	Skills Workshop				
11 th March 2020	Understanding Resourcing and Talent Planning	5KRTP	BMPD5005	20/4/20	Written answers to questions
8 th April 2020	Contributing to Resourcing and Talent Planning in the Organisation	5ARTP	BMPD5011	27/5/2020	Portfolio of Evidence
13 th May 2020	Developing Professional Practice	5CDPP	BMPD5000	18/5/20	Personal Development Plan Update