



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



www.uwtsd.ac.uk



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CIPD

CIPD Associate Diploma in People Management (Level 5)

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Induction

Morning:

- Health and Safety
 - Introductions
 - Your programme of study
 - Support for your studies
 - IT systems – Moodle, Turnitin
-
- 12pm – Introduction to Library Services
 - 1-2pm - Lunch/Registry Admissions
 - 2pm – CIPD Induction (Teams)
 - 3pm – Library Tour
 - 3:30pm – Student Services
 - 4pm – Introduction to Assessment
 - 4:30pm – Close

Health and Safety

- Fire Exits
- Toilets
- Water
- Canteen
- Any concerns, including safeguarding





JULIE THOMAS

BA(Hons) MA (HRM) Chartered MCIPD Senior Fellow HEA



Where I have
worked in HR:



CABLE & WIRELESS



Email
julie.thomas@uwtsd.ac.uk



My Publications

Strategic HR • A different slant

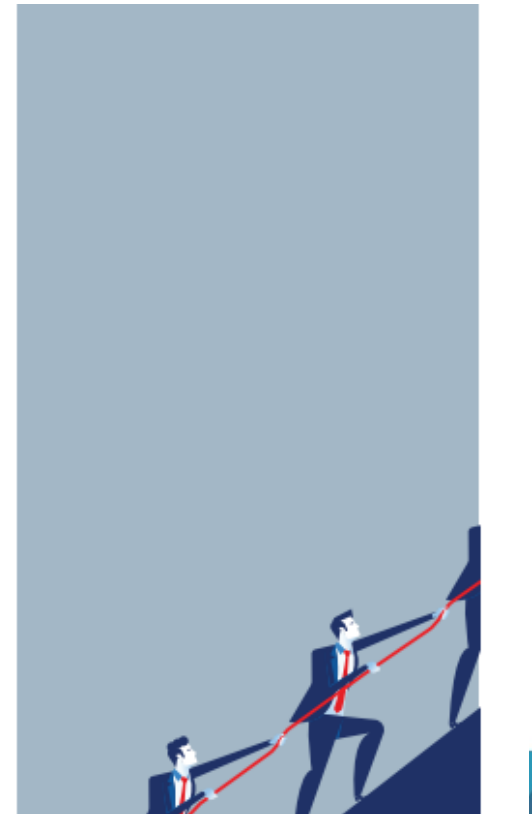
Retaining talent with leadership that cares

JULIE THOMAS explains how retention relies on creating a culture of support through caring leadership

Abstract

.....

If you're a manager struggling with retention you may be regarding Brexit with some trepidation. However – Brexit aside – our world is increasingly fast, complex and ever-changing. We therefore need to find ways of retaining our top talent despite these conditions. The answer, perhaps surprisingly, is well within our control: it relies on creating a supportive and caring culture, which not only aids retention but creates the conditions for an engaged and productive workforce. This research comprised of a literature review and interviews with social workers at Neath Port Talbot Council, exploring the role of good organisational and HR practice combined with effective line management.



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**Some of the
Team!**



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 September 2027, 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

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

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

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 (fail, 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

- Currently – Cohort 10 (awaiting results), 11, 12 and 13
- You are Cohort 13

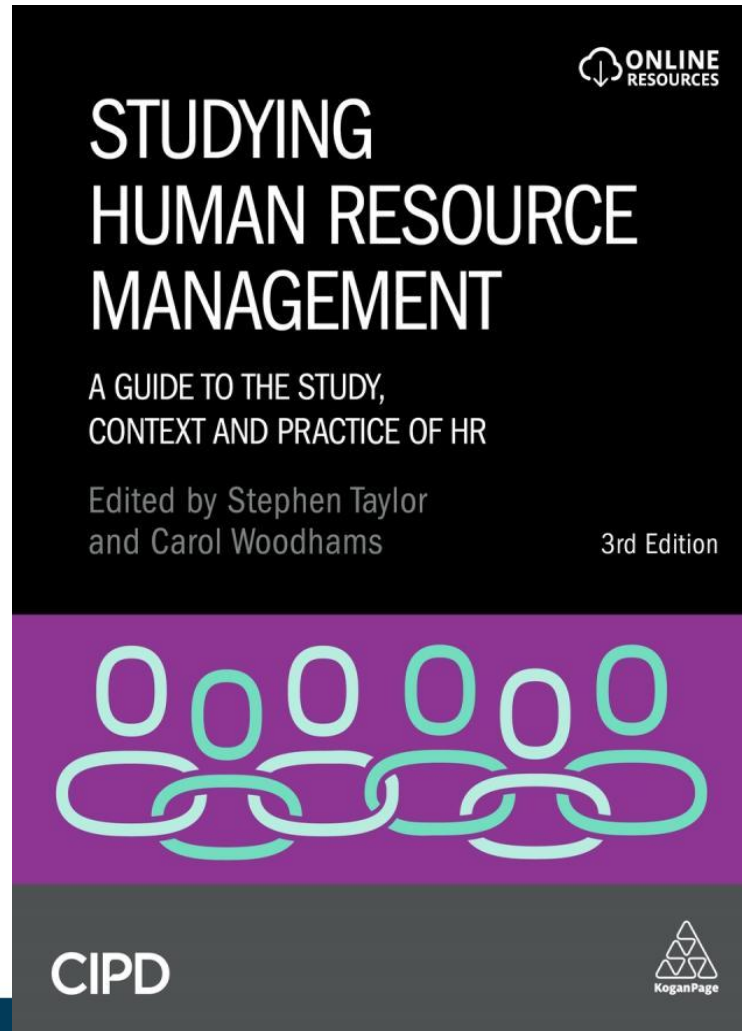
Timetable

Module Name	Day of Week	Date of workshops	Times	Lecturer	Room	Submission Date
Induction	Wednesday	1.4.26	9:30-16:30	Julie Thomas	TL10	
Evidence Based Practice	Wednesday	29.4.26	9:30-16:30	Julie Thomas	TL10	22.6.26
Organisational Performance and Culture in Practice	Wednesday	13.5.26	9:30-16:30	James Moore	TL10	
Organisational Performance and Culture in Practice	Wednesday	24.6.26	9:30-16:30	James Moore	TL05	21.9.26
Professional Behaviours and Valuing People	Wednesday	23.9.26	9:30-16:30	James Moore		16.11.26
Employment Relationship Management	Wednesday	18.11.26	9:30-16:30	Rebecca Francis-Davies		25.1.27
Wellbeing at Work	Wednesday	27.1.27	9:30-16:30	Julie Thomas		22.3.27
Specialist Employment Law	Wednesday	27.1.27	9:30-16:30	Rebecca Francis-Davies		22.3.27
Talent Management and Workforce Planning	Wednesday	17.3.27	9:30-16:30	James Moore		17.5.27
Reward for Performance and Contribution	Wednesday	19.5.27	9:30-16:30	Rhiannon Akers		19.7.27

Online Timetable (Tutorials are optional)

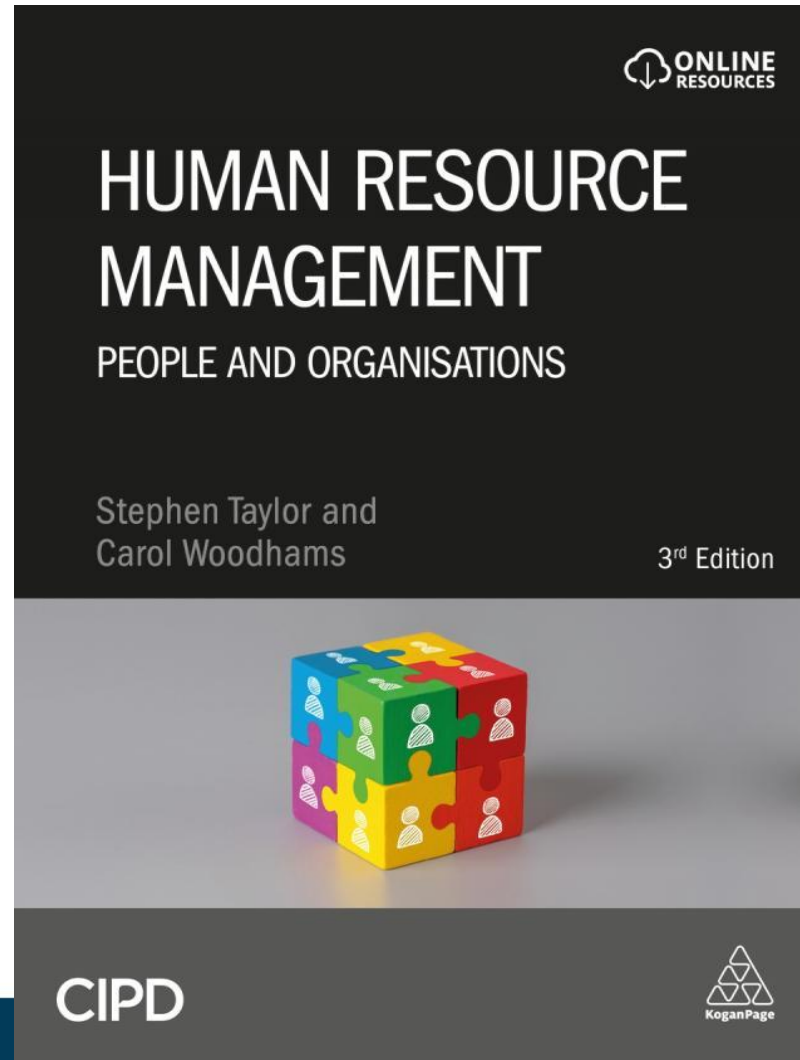
Online tutorials for first module (Teams) will
be communicated to you at the first
workshop

The Core Text

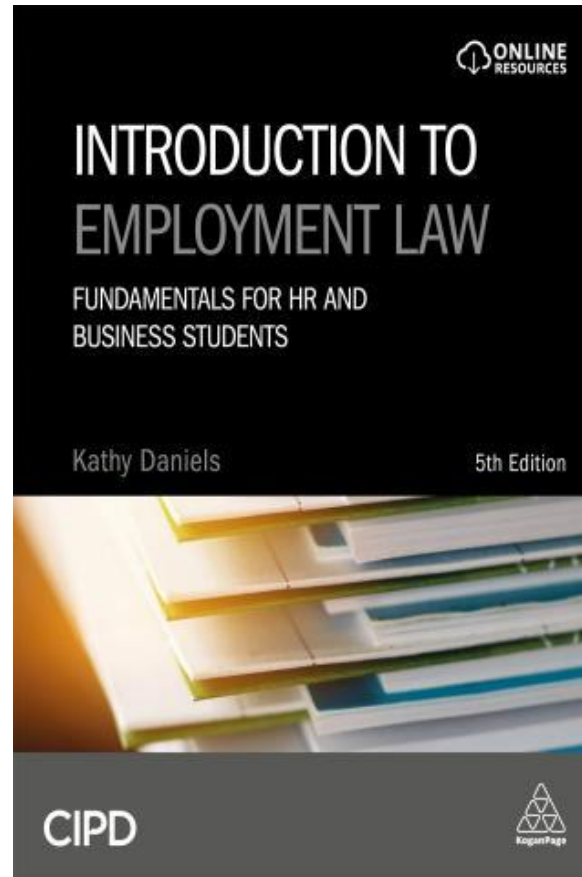


**Please visit the
Kogan Page
website for
current
Discount Codes**

Core Text No.2



Core Text No.3

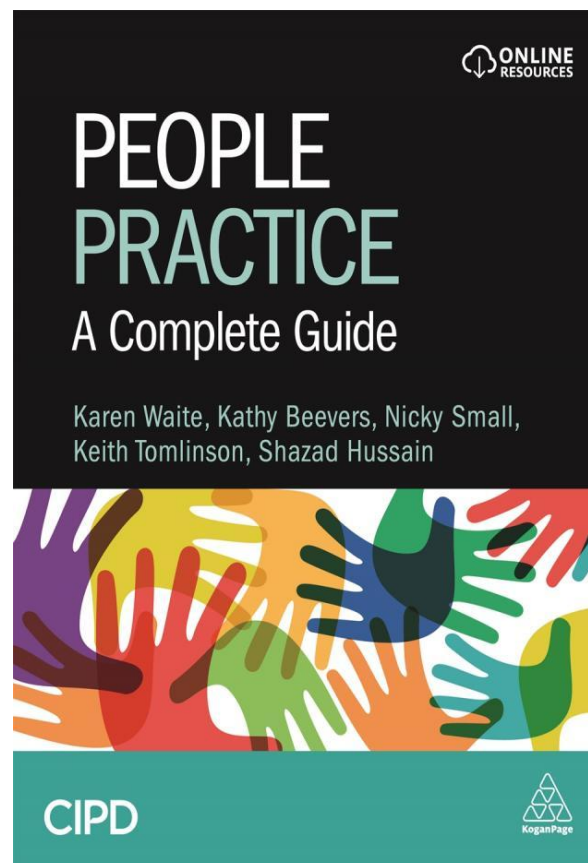


Useful for Basic Concepts

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. Dan Pink, Adam Grant, David Ulrich

Most importantly – connect and network – try this now!

Facebook Pages

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

CIPD

- Local Events – advertised on LinkedIn or 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](#)

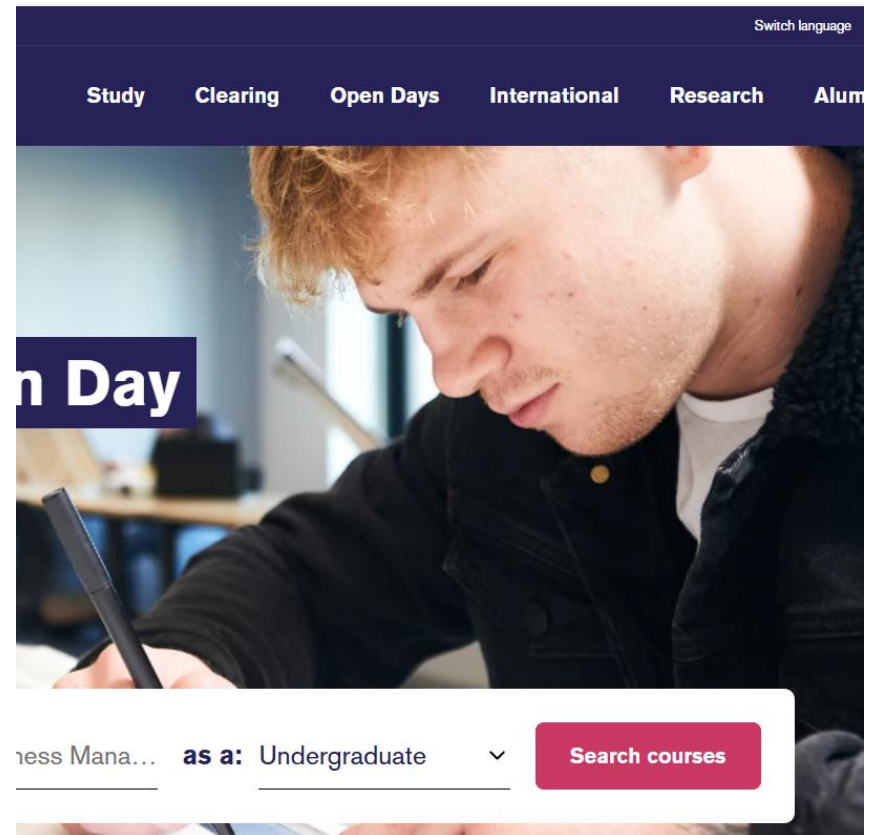
Access all your needs via our Website/Student Hwb App

[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



Submission of Results/Work to 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-Pilo/other AI is not permitted!

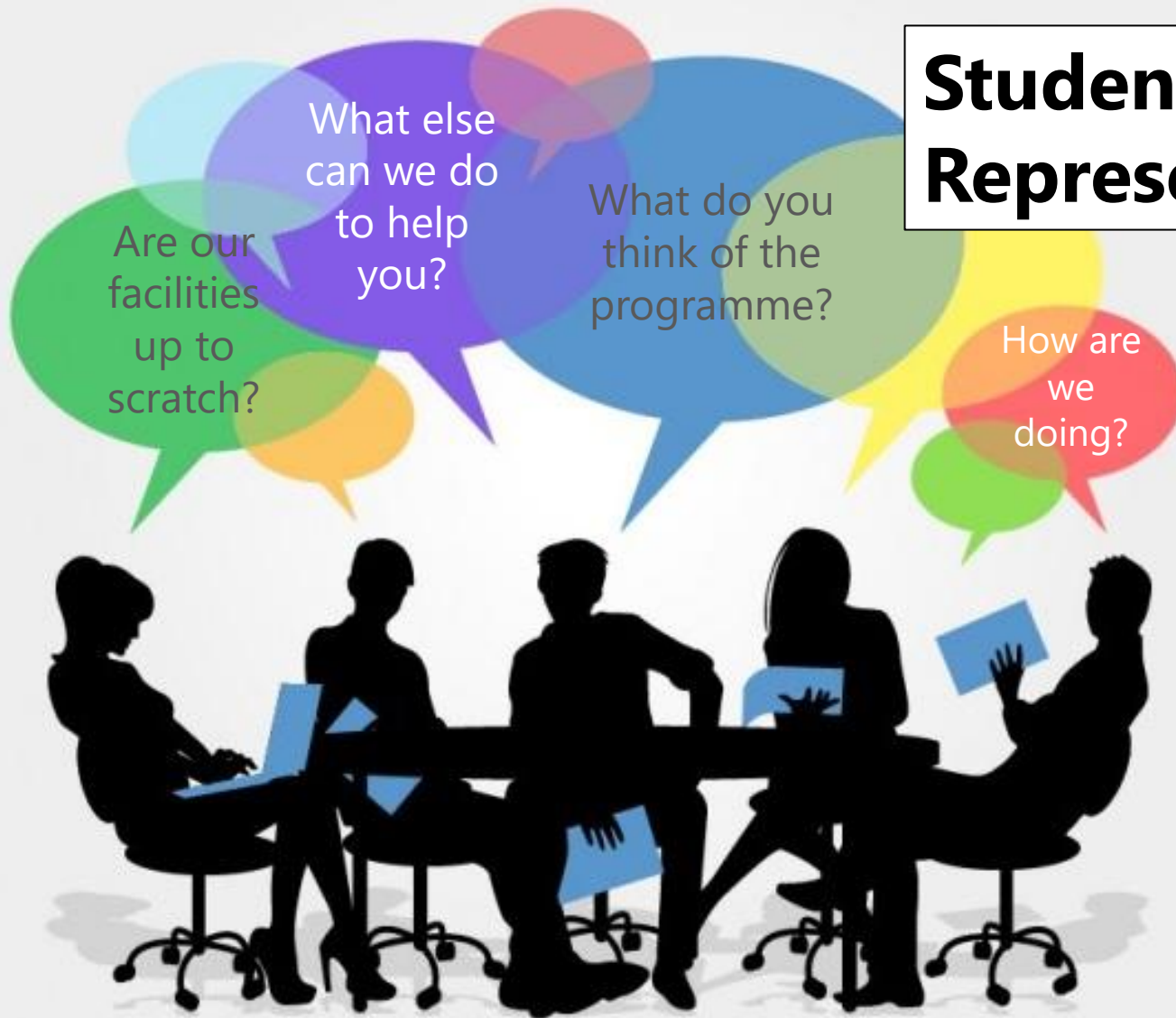


Student Support Services

- 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



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 learning plan and assignment
- Start initial reading about Evidence Based Practice



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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 three diagrammatic forms (e.g. bar graphs/line graphs/pie charts)
- Data analysis review with recommendations, 1000 words (+/- 10%)

Brief is on Moodle

Submission Date – 22nd June 2026

Workshops this Term

Evidence Based Practice

Wednesday 29.4.26 (assignment due 22nd June)

Organisational Performance and Culture in Practice

Wednesday 13.5.26 and 24.6.26 (assignment due 21st September)