

Qualification: CIPD Diploma in Applied Human Resources

Module Name: Developing Professional Practice in Human Resources

Activity One

Word Count: N/A

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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:



Date: 16th November 2018

CIPD Diploma in Applied Human Resources

Index and Glossary

1.01	Personal Power Point Presentation	I have provided this presentation to visually show the key components, organisational arrangements, codes of practice and programme related information. Demonstrating what this looks like and how it can be accessed.
Page 1	Index	Presentation Content and Associated Links.
Page 2	UWTSD Resources	UWTSD provides an online enrolment & document upload, via Moodle access to the Library and Learning Resources, email, IT and a variety of Student Services. Links to course information your Tutor's page, and all associated material for your course and learning
Page 3	Codes of Practice	Courses are underpinned by a range of UWTSD guidelines and a variety of codes of practice, demonstrated here are the CIPD code of Professional Conduct, UWTSD Ethical Requirements, University Referencing and Turnitin guidelines, here to ensure that students have everything they need to submit successful assignments.
Page 4	Tutor and Course Resources	My Tutor provides everything I need for my course, contact details, course locations, contact via email and links to all of my current and future assignments. Associated, documents, such as learning outcomes, mark sheets and class presentations.
Page 5	Continuous Personal Development / Networking	Throughout my course and into the future it is crucial that I maintain my CPD, I have demonstrated here how I personally do that, attending employment law seminars, CIPD workshops, CPD in Global Remuneration and co-managing my own networking group.
Page 6	Online Resources	HR Professionals also have a range of online CPD resources via CIPD recognised learning, online networking sites and free on-line resources.
1.02	Programme of Study Handbook	Provided by the University in conjunction with the CIPD to provide students with detailed course information with regard to the programme of study, expectations from the CIPD, course outcomes and Tutor .
1.03	Induction Questionnaire	Checking understanding of the various pertinent course access points, programme understanding and resources.
1.04	Coleg Sir Gar / Employer Contract	An agreement which demonstrates that the employer and Coleg Sir Gar have agreed training for myself and sets out responsibilities.
1.05	Apprentice Learning Agreement	An agreement to the terms of the apprenticeship between, myself, my employer the Welsh Government (via Coleg Sir Gar)
1.06	Apprenticeship Induction	A partnership agreement with regard to commitment, conduct, expectations, Health & Safety and Wellbeing throughout my learning.