

# On-Demand Learning with BePro Development



Congratulations on taking your first step into discovering on-demand, self-paced learning with BePro Development.

To help you on your way, we've produced this guide to explain the process from start to finish.

The most important thing to remember is that you have complete control of your study from here on in!

## **How does it work?**

Your first step is to contact our onboarding team who will discuss the course with you to ensure that you have chosen the right level for you and to confirm your eligibility. This will give you immediate peace of mind to know that you're choosing the most appropriate course and level for you.

During the call, we will agree a payment method that suits your needs, with options such as:

- Paying in full
- Paying over interest free instalments
- Pay per module

Once you have registered and paid a deposit, we will send you an invitation to start your course along with a welcome video and CIPD induction module to introduce you to your course including; handy study tips, referencing guides and everything that you need to begin your self-study learning journey.

Your invitation will also include your personal tutors name, bio and contact details, at this point we like to arrange a call either via Teams, Zoom or phone (whichever you prefer) so that your tutor can introduce themselves, answer any questions or concerns you might have and put a face to the name, so that you know you're always dealing with a human, who understands the course material and assignment requirements, but also understands the day to day pressures that we all face on top of learning.

Your tutor is there to support you 100% and you can contact them as many times and as often as you need to. If you're happy with email communication that's fine, or if you feel you need a call then let your tutor know and they'll work with however suits you best.

You now have complete control over when and where you study, and when you submit your assignments! You can complete a module in as little as 4 weeks or you can take up to 8 weeks, whatever suits your circumstances.

# How do I start studying?

You will start by agreeing a study plan with your tutor, this is a great way to manage your time and keep you on track, but remember, if you need more time or you decide to submit an assignment early, that's fine – Whatever you need, you're in control!

Your course will consist of 7 assignments (or modules). Which you will access through our learning management system (Bud), Your tutor will set each assignment on dates agreed with you or can make all of the assignments available to you right from the start, its entirely up to you!

Your first assignment will include a personal development plan as part of the assignment. This will be a running plan throughout the length of your course and at the end, you'll reflect on your successes.

(and we even have guidance and learning on reflective practice if you've never done it before!).

# What will I study?

## The assignments consist of:

### 3 core modules.

Organisational performance and culture in practice  
Evidence-based practice  
Professional behaviours and valuing people

### 3 specialist modules.

Depending on whether you're specialising in HR or L&D your specialist modules will be:

#### HR

Employment relationship management  
Talent management and workforce planning  
Reward for performance and contribution

#### L&D

Supporting self-directed and social learning  
Learning and development design to create value  
Facilitate personalised and performance focused learning

### One optional (own choice) module:

For your final assignment, you will choose one of the following optional modules:

Specialist employment law  
Advances in digital learning and development  
Learning and development essentials (HR option only)  
People management in an international context  
Diversity and inclusion  
Leadership and management development  
Wellbeing at work

# How are the assignments taught?

Each assignment has its own dedicated module with an assignment brief detailing the learning outcomes and assessment criteria.

The self-study learning packages address each assessment criteria with tutorials, videos, resource links and activities designed to help you meet each individual assessment criteria whilst studying, then at the end of the module, all you need to do is pull all of the activities together into the specified assignment format and submit, you'll effectively be writing your assignment as you study each lesson.

Completing the activities while the learning is fresh in your mind and giving you lots of flexibility and time to pull everything together at the end and make any tweaks or amendments before submitting through our learning management system, Bud.

Once you submit your assignment, your tutor will mark and give developmental feedback within 4 weeks.

If there are any elements that don't quite meet the assessment criteria, don't worry, your tutor will give you detailed feedback explaining why you just missed the criteria and tips and hints on what you can do to pass.

All you need to do then, is make the amendments and resubmit the assignment on a date agreed with your tutor.

When you submit your assignment, your tutor will set your next module for you to ensure your continuous professional development.

Remember, you have complete control so you tell your tutor when you want to start your next module, if you fancy a weeks break from studying in between modules, no problem, its entirely up to you!

## **How do I finish the course?**

Remember that I mentioned developing a personal development plan (PDP) in your first core module? Well, at the end of your course, you will need to go back and reflect on the plans that you made and the amazing successes of your achievements. We will then submit your completed PDP to CIPD and claim your certificates.

And then...

## **CONGRATULATIONS!**

On completion of your assignments, you will be qualified to level 5 in your chosen field and can start using the post nominals 'Assoc CIPD'.

For a quick view of the course program, take a look at the roadmap below.

Why not check out our **FAQs** at the end of this guide?

For more information, contact one of our specialist advisors via the contact details below.

## Step 1

Register your interest at

<https://www.beprodevelopment.co.uk/on-demand>

Receive call back from the on-demand learning team to discuss needs and answer questions.

## Core module 1

Professional behaviours and valuing people.

## Core module 3

Evidence based practice.

## Specialist module 2

HR – Talent management and workforce planning.

L&D – Design to create value

## Optional Module

Choose 1 of:

- Specialist employment law
- Advances in digital learning
- People management in an international context
- Diversity & inclusion
- Leadership and management development
- Wellbeing at work
- L&D essentials (HR option only)

## Step 2

Introduction to Bud learning management system and receive login details.

Complete induction package.

## Core module 2

Organisational performance.

## Specialist module 1

HR – Employment relationship management.

L&D - Supporting self-directed and social learning.

## Specialist module 3

HR – Reward for performance and contribution.

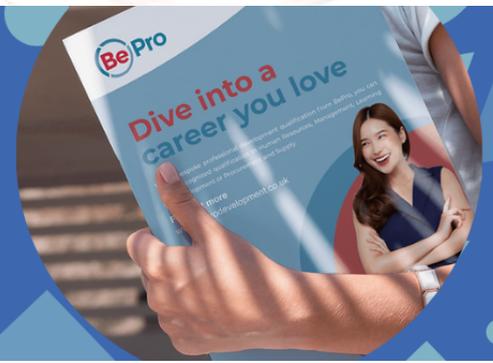
L&D – Facilitate personalised and performance focused learning.

## Course completion

CONGRATULATIONS!

Claim certificates and begin using 'Assoc CIPD' as post nominals

# FAQ



## **Is BePro an official CIPD provider?**

Yes! We are an awarded CIPD centre. We are specialists in HR and L&D. Renowned for our impressive achievement rate and recommended for our supportive and innovative approach to learning, we are first-choice providers for professional development training.

## **How will I know which CIPD qualification is right for me?**

We offer three CIPD qualifications to choose from, guaranteeing a course that is suitable for your needs.

## **CIPD Foundation Certificate in People Practice**

The foundation level CIPD HR qualifications are suitable for those who want to get into an HR role and have no HR qualifications already. There are no formal entry requirements, however it is useful to possess at least a level 2 in an academic subject or work in an HR role.

## **CIPD Associate Diploma in People Management**

The intermediate level CIPD HR Diploma is suitable for those who already possess a level 3 academic qualification and work in an HR role, or those who wish to get into an HR role and possess a level 5 qualification such as an undergraduate degree.

The intermediate level CIPD Diploma in Learning & Development is designed for individuals with some L&D experience already who want to progress into a management role. You will gain theoretical knowledge to equip you with a good level of L&D expertise.

## **CIPD Advanced Diploma in Strategic People Management**

The CIPD Advanced Diplomas are perfect for professionals with considerable experience in either HR or L&D. The HR qualification is perfect for you if you want to develop your personal effectiveness and business acumen in a senior people focused role. You'll learn how to design and manage your own strategy, enhance people management skills – and learn how best to lead.

Whilst the L&D qualification builds on your existing learning and development experience, gaining specialist learning and development skills in organisational design and development, leadership and management development and learning design. Strengthening your autonomy and judgement so that you can lead and direct your organisation's learning and development strategy.

## **When can I start?**

Straight away! Contact our onboarding team to enrol, receive your login details and begin your learning journey as soon as you're ready!

There are no set start dates, it is designed to suit your needs and give you complete control!

## **Am I on my own or will I have support?**

As a student with BePro, you will never be on your own! You will have a dedicated personal tutor on hand and available to support you whenever you need it. From induction through to completion, your tutor is there as and when you need them. You will have access to:

- Unlimited tutor support – via email, phone or online conference call (whatever suits you best)
- Exceptional and detailed course material accessible anywhere, anytime and on any web enabled device.
- Student support team to assist with any technical or non-academical questions.

## **What are my payment options?**

We understand that, during these difficult times, money is tight. So we make sure that our course fees are amongst the most competitive in the market.

We provide interest-free monthly payment options for learners who wish to pay in regular instalments.

You can even pay on a module by module basis if this makes things easier.

If your employer is funding all or part of your course, we will invoice them directly, just let us know during your sign up meeting.

We also have strong military connections with many of our staff and tutors having military experience, therefore we are proud to accept ELCAS funding for your course. If you are looking to use your enhanced learning credits, just let us know at the sign up meeting and we'll help with completing the application.

We keep our costs low and our service standards high, providing high-quality courses at affordable prices.

We also offer a price match guarantee for any like-for-like CIPD courses, to make sure we always give you the best deals, guaranteed!

## **Do I need CIPD membership?**

Yes, to be able to submit your assignments to CIPD for moderation and certification, you will need to include your CIPD membership number on each assignment submission.

We will give you full details on how to register in your induction module along with student membership fee's and links to the CIPD membership site.

## **So, how do I sign up?**

It's really easy! All you have to do is give one of our advisors a call on 01642 956970

or email us on [info@beprodevelopment.co.uk](mailto:info@beprodevelopment.co.uk)

or you can register your interest by visiting [www.beprodevelopment.co.uk](http://www.beprodevelopment.co.uk)

and one of our advisors will contact you to discuss your learning requirements and get you enrolled with a payment plan that suits your needs.