



Dive into a career you love...

CIPD Level 5

Associate Diploma in People Management

CIPD



Introduction

The CIPD Level 5 Associate Diploma in People Management is a professional qualification based on the CIPD Profession Map. The Map was launched in 2018 having been developed in collaboration with a wide range of experts working at the heart of the profession. It sets the international benchmark for the people profession and provides a strong foundation to give people professionals the confidence and capabilities to guide their decision-making, actions and behaviours.

Each unit within the CIPD Level 5 Associate Diploma in People Management has a clear linkage to the Profession Map.



Average completion time: 10 - 12 Months



Get in touch for our next available start dates



Cost:

Online Live - £2520

On Demand - £1850

Who is it for?

This qualification builds on the CIPD Level 3 Foundation Certificate in People Practice and is aimed at further expanding learners' independent practice to enable them to evolve into more senior roles within organisations as people professionals. Learners' work will be mainly operational with some complexity.

They will contribute to the thinking around their work, analysing information to inform choices and actions. Working with and influencing others through their work will create short-term value for a wider audience. Using a framework of HR and L&D understanding, behaviours and skills development, this qualification offers opportunity for learners to transition to employment as people management specialists.

To be eligible to study the Associate Diploma, you will need to have a Level 3 qualification in HR, or a Level 5 qualification in a similar subject. Alternatively, you may have worked in HR for a number of years but have no formal qualifications.

We do not recommend embarking on this programme with no prior understanding of HR or advanced study skills.



Why study with BePro?



Unlimited tutor support from qualified and experienced tutors



Maximum workshop sizes of 25 learners to ensure an interactive learning experience in live workshops



Flexible learning options - study on demand anytime anywhere if preferred



100% pass rate



Excellent feedback from current and previous students



How is the learning delivered?

Online Live

With our online live option, you will be required to attend online workshops via Zoom. You will be studying alongside learners from a variety of sectors and organisations, networking and sharing experiences which are both invaluable in HR.

Depending on your choice of study, the timetable will differ slightly:

Daytime programme - workshops will take place once every 3 weeks

Request the next start dates by emailing:
info@beprodevelopment.co.uk

Online On Demand

We offer a self-study, on-demand learning option which allows you to learn at your own pace, anywhere, anytime. With access granted as soon as you pay your deposit you can complete your qualification in as little as 6 months if you choose.

You will have tutor support and 24/7 access to the course material. This option is available to start at any time!



Qualification Objectives

This qualification extends and fosters a deeper level of understanding and application and naturally progresses learners' expertise in people practice. It is suited to individuals who:

- are aspiring to, or embarking on, a career in people management
- are working in a people practice role and wish to contribute their knowledge and skills to help shape organisational value
- are working towards or working in a people manager role

Guided Learning Hours:

It is expected that you will undertake **175** guided learning hours which we will provide through workshops, tutorials and learning resources.

Self-Study Requirements:

Alongside the guided learning hours, we recommend that you also commit to at least **245** self-study hours of your own self directed study. This includes reading textbooks and journal articles, as well as trusted websites.

Your course at a glance

Core modules

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

Three specialist units

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

One optional unit

- Specialist employment law
- Advanced in digital learning and development
- Learning and development essentials
- People management in an international context
- Diversity and inclusion
- Leadership and management development
- Well-being at work

Read more about each unit below!

Core Modules

5CO01 Organisational performance and culture in practice

About this unit: This unit helps to develop your knowledge of wider business, business strategies and the different structures organisations use. You will also be looking at trends and factors that affect business performance both internally and externally such as technology, culture, and the economy, and the considerations organisations need to make to ensure they remain commercially viable.

5CO02 Evidence-based practice

About this unit: This unit looks at the importance of good decision making through evidence-based practice and critical thinking. You will be developing your skills in this area and analysing key issues using qualitative and quantitative data, whilst looking at these through an ethical lens to ensure the people profession is adding value and credibility to the organisation.

5CO03 Professional behaviours and valuing people

About this unit: This unit focuses on the core behaviours of a people professional, and how you apply these as using ethical practice, professional courage, inclusive practices and building positive working relationships. It also focuses on your own continuous professional development and how improving your own knowledge skills and behaviours can impact performance.

Specialist Units

5HR01 Employment relationship management

About this unit: This unit focuses on all aspects of employee relationship management looking at employee relations, performance management and the employee voice to create better working lives and have a significant impact on organisational performance.

5HR02 Talent management and workforce planning

About this unit: This unit addresses the importance of talent management from development of diverse talent pools, succession planning, workforce planning and mitigating workforce risk by analysing the potential cost both financial and non-financial to an organisation if this is not managed correctly. It also focuses on good resourcing, recruitment and onboarding practices.

5HR03 Reward for performance and contribution

About this unit: This unit considers the role that people practice has on an organisation to support managers to make fair and consistent reward judgements, and how they influence reward strategy and policies. It also looks at the impact that financial drivers have on the organisational reward strategy to ensure it remains sustainable.

Optional Units

5OS01 Specialist employment law

About this unit: This unit considers key employment legislation and the legal frameworks for policy, process and procedure that protect employees in the workplace.

5OS02 Advances in digital learning and development

About this unit: This unit looks at the continued development and emergence of digital technology and how the accessibility of this supports enhanced learning and development and engagement within the workplace.

5OS03 Learning and development essentials

About this unit: This unit focuses on how learning and development connects with the organisation and drives performance. It looks at good practices and the different stages of learning from development design to facilitation.

5OS04 People management in an international context

About this unit: This unit explores people management in an international context and is for those people professionals working overseas, to give them the opportunity to focus on some of the considerations and complexities that they may encounter.

5OS05 Diversity and inclusion

About this unit: This unit focuses on how adapting leadership styles to manage, monitor and report on equality and diversity is essential for inclusive practice and legislation. The importance of promoting a diverse and inclusive workforce to drive a positive culture and celebrate diversity and inclusion increases organisational performance as well as meeting the needs of employees and customers more effectively.

5OS06 Leadership and management development

About this unit: This unit takes a closer look at essential leadership and management behaviours and practices and how these are essential to building the right culture and working environment which is productive, diverse and innovative.

5OS07 Wellbeing at work

About this unit: This unit looks at the importance of all aspects of wellbeing in the workplace and how to manage this. This forms part of the wider business strategy and other areas of management practice and looks at the links between health and well being and the impact on business performance.

FAQ's

What additional support is provided?

All candidates will have support from an expert CIPD tutor during normal office hours throughout the duration of their programme. Our extensive library of learning materials are available 24/7.

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

Can I pay in instalments?

Yes, we provide interest-free monthly payment options for learners who wish to pay in regular instalments. This will be set up as a direct debit so you do not need to remember to make the payments each month. There are no credit checks, however, if the monthly payment is missed then access to the course will be suspended until payments are up to date.

If your employer is funding all or part of your course, we will invoice them directly, just let us know before you sign up. If we need a purchase order to be able to invoice, please don't forget to request this!

We are pleased to be able to accept ELCAS funding for your course. If you are looking to use your enhanced learning credits, just let us know upon enquiry and we'll help with completing the application.

Is BePro an official CIPD provider?

Yes! We are an accredited CIPD centre and have been since 2016. We are specialists in HR and L&D. Renowned for our impressive achievement rates 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 all levels of CIPD qualifications from level 3 to 7, guaranteeing a course that is suitable for your needs. We will ensure your chosen programme is right for you before you begin. Please call 01642 715381 to speak to a course advisor who will be able to help you make the right decision.

Will I require a 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. You will not be able to achieve your qualification without being a member of the CIPD.

How do I enrol?

All you have to do is give one of our advisors a call on [01642 715381](tel:01642715381) or email us at info@beprodevelopment.co.uk

Alternatively you can register your interest by visiting:

www.beprodevelopment.co.uk