



APPRENTICESHIP

CIPD Associate Diploma in People Management

Level 5

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Apprenticeship Framework

Designed by the Chartered Institute of Personnel and Development (CIPD), the world's leading professional body for HR and people development, the Level 5 Associate Diploma in People Management is a comprehensive programme designed to equip you with the essential knowledge and skills needed to excel in the dynamic field of people management.

The programme prepares learners for roles such as:

- HR Manager
- People Development Manager
- HR Officer
- Recruitment Manager
- Apprenticeship Manager

Who is this apprenticeship for?

The Associate Diploma in People Management is perfect for you if you enjoy developing and managing people. You will expand your knowledge of HR with a combination of core units and specialist areas – helping you focus on what matters most to you.

On completion of this apprenticeship you will achieve the following:

- The CIPD Level 5 Associate Diploma in People Management
- Essential Skills Wales (ESW) Level 2 in Communication
- Essential Skills Wales (ESW) Level 2 in Application of Number
- Essential Skills Wales (ESW) Level 2 in Digital Literacy



Benefits of the apprenticeship programme:

Industry-Recognised Qualification: The CIPD is globally renowned for setting standards in HR and people development. By obtaining this certification, you'll gain a prestigious qualification that is respected by employers worldwide.

Practical and Relevant Curriculum: Our carefully crafted curriculum covers a wide range of topics, ensuring you develop a holistic understanding of people management principles and practices. From effective recruitment and selection to employee engagement and performance management, you'll gain the skills to build and nurture a motivated and productive workforce.

Flexible Learning Options: We understand that everyone's learning journey is unique. That's why we offer flexible learning options to suit your needs, allowing you to balance work commitments while progressing towards your qualification.

Experienced Tutors: Learn from industry experts and seasoned HR professionals who bring real-world insights into the classroom. Benefit from their extensive knowledge and practical experience, enabling you to gain valuable perspectives and learn best practices.

Networking Opportunities: Connect with like-minded professionals, expand your network, and engage in valuable discussions. The CIPD community provides a platform for collaboration, allowing you to build relationships that can open doors to new opportunities.

Career Advancement: Enhance your career prospects with this recognised certification. The Level 5 CIPD Associate Diploma in People Management can serve as a springboard for various HR roles and provide the platform for a continual career progression.

Course Delivery

- Typical duration of 22 months.
- Induction session for apprentices and for their line managers.
- 10x half day face to face technical skills and knowledge workshops.
- 25x half day virtual technical skills and knowledge workshops.
- Supported by self-study online resources.
- One to One tutor coaching and assessment support sessions
- 6 Essential skills assessment days. (3 Preparation days and 3 Live Task days) **
- 2 hour long essential skills confirmatory tests. **

***Essential Skills activities are not applicable to apprentices with exemptions.*



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Course Delivery

This element of the programme will be delivered through blended learning with learners attending full day knowledge and technical skills workshops delivered either face to face or virtually using Microsoft Teams across the 22-month duration of the programme.

Assessment for the CIPD qualification is through completion of written assessments, these are employer driven and aimed at real scenarios that learners may encounter in their role or future careers.

Additional development and assessment support will be provided through regular 1-to-1 sessions with a member of the ALS delivery team. An ALS assessor will meet with the learner, either in the workplace or through digital means, (for example, Microsoft Teams) to provide coaching, advice and assessment support.

Qualification Structure Summary

The Level 5 CIPD Associate Diploma in People Management consists of 7 units.

- 3 Core Units
- 3 Specialist Units
- 1 Optional Unit (from a choice of 2)

What you will learn

This programme is made up of a mixture of core units, specialist units and optional units (we will work with you to decide what units are relevant to your role, and your business). A brief overview of these units is below.

Core Units

Organisational performance and culture in practice.

Evidence based practice.

Professional behaviours and valuing people.

Specialist Units

Employment relationship management.

Talent management and workforce planning.

Reward for performance and contribution.

Optional Units (choose 1 unit)

Specialist employment law

Advances in digital learning and development.

Have any questions about our Level 5 CIPD Associate Diploma in People Management?

We are here to help. If you have any further questions or enquiries about the main qualification element of the programme, please contact info@alstraining.org.uk

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Essential Skills Qualifications

When you agree to undertake an apprenticeship, you may be required to complete Essential Skills as part of your Apprenticeship framework.

Essential Skills Wales

The Essential Skills Wales (ESW) will be initially assessed via an online Wales Essential Skills Toolkit (WEST) Assessment. Where a Learner already holds an ESW certificate or equivalent qualification this can provide an exemption and learners will not need to complete that ESW element of the programme. Where a Learner is not exempt an Individual Learning Plan (ILP) will be generated from the initial assessment. The modules delivery will include independent learning via WEST, prior to guided learning sessions preparing the Learner for their assessment. ESWs are assessed via controlled tasks and confirmatory tests for Communication and Number, Digital Literacy is assessed via a controlled task and structured discussion.

Exemptions

If you already hold qualifications, these may be used as 'exemptions' towards your apprenticeship framework. As a result, you will be exempt from achieving that particular Essential Skill, if you wish. This will be discussed with you before you sign up with us and will also be followed up by your assessor before and during your first visit from us.

Have any questions about Essential Skills?

We are here to help. If you have any further questions or enquiries about Essential Skills element of the programme, please contact info@alstraining.org.uk