

Higher Apprenticeship in CIPD People Management Pathway

The Associate Diploma in People Management is designed to develop high-performing human resource (HR) professionals who understand how to use HR practices to meet organisational needs and add value to the business.

Upon completion learners will be eligible for Associate Membership of the Chartered Institute of Personnel and Development (CIPD).

This diploma is suitable for a variety of HR roles, including HR Executive, HR Officer, Assistant HR Manager, and Assistant HR Advisor.

The qualification includes:

- Associate Diploma in People Management
- Essential Skills Wales Level 2 in Communication
- Essential Skills Wales Level 2 in Application of Number
- Essential Skills Wales Level 2 in Digital Literacy

Qualification Overview

Learners will be required to complete 3 core units, 3 specialist units and 1 unit from a choice of 2 additional specialist units.

Core Units: Learners will complete all 3 core units as follows:

Unit 1: Organisational performance and culture in practice

Area's covered within this unit:

- The connections between organisational structure and strategy
- Organisational priorities, how to interpret theories and what drives change
- How to build diversity and inclusion
- How people practice connects and supports wider strategies

Unit 2: Evidence-based practice

Area's covered in this unit:

- The methods applied to diagnose challenges and opportunities
- Critical thinking and how different ethical perspectives can influence decisions
- The benefits and risks of solutions for improving people practice issues
- How to measure the impact people practice makes to organisations

Mae'r Rhaglenni Prentisiaeth, Hyfforddeiaeth a Thwf Swyddi Cymru, a arweinir gan Lywodraeth Cymru, yn cael cymorth ariannol gan Gronfa Gymdeithasol Ewrop

The Apprenticeship, Traineeship and Jobs Growth Wales Programmes, led by the Welsh Government, are supported by the European Social Fund

Unit 3: Professional behaviours and valuing people

Area's covered in this unit:

- How to champion inclusive and collaborative strategies
- How to design and evaluate solutions for positive working relationships
- How the role of a people professional is evolving
- How to assess your own strengths, weaknesses and development areas

Specialist Units: Learners will complete all 3 core units as follows:

Unit 1: Employment relationship Management

Area's covered in this unit:

- How to develop practices aimed at supporting better working lives
- How to differentiate between employee involvement and participation
- Emerging trends in conflict, mediation and arbitration
- Performance, disciplinary and grievance matters
- Employment law and the types of employee representation

Unit 2: Talent management and workforce planning

Area's covered in this unit:

- Labour market trends and their significance for workforce planning
- The impact of a changing labour market on resourcing decisions
- Supporting succession and contingency planning
- Turnover and retention trends, and how organisations build talent pools
- The importance of managing contractual arrangements and onboarding

Unit 3: Reward for performance and contribution

Area's covered in this unit:

- The principles of reward and how policies and practices are implemented
- How people and organisational performance impacts approaches to reward
- How data can be gathered and measured and used in benchmarking
- Developing reward packages and the legislative requirements impact them
- The role of people practice in supporting managers to make reward judgements

Additional Specialist Units: Learners will be required to select and complete one of the following 2 units:

Unit 1: Specialist employment law

Area's covered in this unit:

- The purpose of employment regulation and the way it's enforced
- The role played by the tribunal and courts in enforcing employment law
- The main principles of discrimination law
- How to manage recruitment lawfully, and about managing employment rights

Unit 2: Advances in digital learning and development

Area's covered in this unit:

- The impact, risks and challenges of technological development
- Creating engaging digital learning content and the systems for delivering learning
- The skills required to facilitate online learning, including your development plan

How is the Level 5 CIPD Associate Diploma in **People Management** qualification achieved?

This qualification is achieved via a combination of learning support including:

- 14 tutor led group support sessions where you will gain knowledge on all the key modules contained within the diploma, these are run during the afternoon or evening to enable access
- access to an online learning platform to access resources, self-study and bite sized activities (videos and quizzes)
- access to an online community for additional support and
- one to one visits to review progress and assess competency of the practical implementation of skills in all module areas.

Each unit typically takes about 6 to 8 weeks to complete with an assessment at the end of each unit. Your assessment is graded and you will receive personalised feedback on each. You'll achieve the qualification by passing all unit assessments.

You will receive student membership to the CIPD for the period of study.

How are the Essential Skills Wales (ESWs) Qualifications Achieved?

Prior to commencement of the apprenticeship you will undertake an online initial assessment via the Wales Essential Skills Toolkit (WEST) against the 3 Essential Skills required for this apprenticeship programme = 1) Communication, 2) Application of Number and 3) Digital Literacy. This will enable us to tailor support around these 3 qualifications.

Where a Learner already holds an ESW certificate or equivalent approved qualification in the subject area of one or more of the required ESWs this can provide an *exemption and they 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 and will include some independent learning via WEST, prior to 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 for Essential Skills will be discussed with your ALS Advisor at pre-enrolment stage.*

Please note: acceptance onto the Higher Apprenticeship is subject to Welsh Government funding eligibility criteria and Awarding Organisation (CIPD) criteria. All eligibility criteria will be discussed and checked with interested individuals on the submission of our Stage 1 Application Form.

Please contact us for more information:

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Email: info@alstraining.org.uk

Visit our website www.alstraining.org.uk for a comprehensive list of our training services.