



# CIPD

## Foundation Qualifications

In Human Resource and Learning and Development

# CIPD Foundation Qualification Overview

The CIPD Qualifications on offer are the Certificate in HR and the Certificate in L&D. Included in these programmes students have the opportunity to extend their development and enhance their Certificate qualification with a Diploma in HR and/or a Diploma in L&D. This is not a university diploma; it is an extension of the Certificate Programme.

## The CIPD Foundation Level Qualification in Human Resource

This level 3 qualification provides a firm foundation in all areas of HR. It will help students develop essential HR skills and gives them the confidence and knowledge to work more effectively, adding value to their HR function and their organisation.

### The Foundation Certificate in HR

#### Module 1

- Understanding Organisations and the role of HR
- Resourcing Talent
- Developing yourself as an effective HR Practitioner

#### Module 2

- Supporting good practice in Managing Employment Relations
- Supporting good practice in Performance and Reward Management
- Recording, Analysing and Using HR Information

### The Foundation Diploma in HR

#### Module 3

- Supporting Individual Learning through Coaching & Mentoring
- Supporting Change within Organisations

## The CIPD Foundation Level Qualification in Learning and Development

This level 3 qualification provides an in-depth and thorough grounding in the fundamentals of L&D as well as a full understanding of the Training Cycle. It is the most widely recognised qualification for those seeking success and credibility in the field of L&D. The programme enables L&D professionals to develop their expertise at the same time helping them to understand, identify, deliver and evaluate training within their organisation.

### The Foundation Certificate in L&D

#### Module 1

- L&D and the Organisation
- Identifying L&D Needs
- Designing L&D Activities

#### Module 2

- Becoming an Effective L&D Practitioner
- Delivering L&D Activities
- Evaluating L&D Activities

### The Foundation Diploma in L&D

#### Module 3

- Supporting Individual Learning through Coaching & Mentoring
- Organising L&D Events

## **What is the CIPD?**

The Chartered Institute of Personnel and Development (CIPD) is the professional body for all those involved in the management and development of people. Currently there are more than 135,000 individual members, and achieving a qualification from the CIPD is now seen as a fundamental requirement for professionals in the fields of HR/HRP/HRM/HRD. Many organisations now view the CIPD Foundation Programmes as the “International HR Passport”.

## **THE DELIVERY TIME:**

The Diploma Qualification is delivered in 3 modules each of 1 week’s duration. There is a period of around 5/6 weeks between each module. This allows the student to return to their workplace, review their learning and complete the required assignments. Oakwood also maintains regular contact with the sponsoring client to advise on the progress of each student. Students will normally complete their Diploma qualification within 9 months (or sooner).

## **WHO SHOULD ATTEND?**

The qualifications are designed to cover all the practical skills required by proficient and effective HR/HRD Specialists, HR Officers, Administrators, etc, as well as Trainers, Training Advisors or Administrators.

## **WHAT QUALIFICATIONS DO I NEED?**

No formal educational qualifications are needed but you should currently be working within an HR or Training role. The programmes are delivered in English so you should be reasonably fluent in both written and spoken English, and possess a good level of IT skills.

## **WHAT ABOUT EXAMINATIONS?**

There are no examinations. Each student must successfully complete all the required workbooks and assignments as well as attend all the training days, and maintain ongoing professional development records. Student progress will also be monitored during their training.

## **WHAT HELP DO I GET?**

You will be given continual guidance and support throughout the whole qualification, via our bespoke 24 hour Online Student Platform, so as to ensure success.

## **WHAT ABOUT CIPD MEMBERSHIP?**

Whilst studying for the qualification you must be a member of the CIPD. On completion of the qualification you will receive a CIPD Diploma. You will be automatically upgraded to Associate membership by the CIPD and this enables you to use the designation “Assoc CIPD” after your name on business cards etc.

## **WHY OAKWOOD?**

Oakwood continues to work hard to understand and respect issues relating to local culture. This is an important factor which is incorporated throughout our business philosophy all the way to our delivery methodology. We run very interactive programmes. Clearly there is some theory involved but we ensure that we then use this to demonstrate how this is implemented with practical applications back in the workplace. We try to ensure our students remain engaged and have some fun along the way. We believe very strongly that people learn most when they have a smile on their face.

## **SO WHAT ABOUT COSTS AND FEES?**

Oakwood has no intention of profiteering at the expense of our students’ vocational qualifications. For this reason we maintain extremely competitive fee levels. Please phone or contact us for a no-obligation discussion about this or any other matter that needs clarification.

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Oakwood are very proud to say that our educational services permit has been issued by KHDA.

### **Oakwood International**


Dubai Centre of Excellence

Office no. 108, Al Moosa Tower 1

P.O. Box 413037, Sheikh Zayed Road

Dubai, UAE

**Tel. no:** 00971 4359 9020 | **Email:** [info@oakwooddubai.ae](mailto:info@oakwooddubai.ae) | **Web:** [www.oakwooddubai.ae](http://www.oakwooddubai.ae)

 [oakwood-international](https://www.linkedin.com/company/oakwood-international)

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