

# CIPD LEVEL 5

## ASSOCIATE DIPLOMA

### **ASSOCIATE DIPLOMA IN ORGANISATIONAL LEARNING & DEVELOPMENT**

This is a new qualification and replaces the previous Diploma in Learning and Development. The new qualification structure and content has been devised to meet the needs of modern learning and development professionals operating at management level and those of the organisations they represent.

### **WHY STUDY FOR THIS QUALIFICATION?**

The Associate Diploma in Organisational Learning and Development includes some of the learning content from the previous Diploma in Learning and Development but has been considerably updated.

This new qualification covers themes and learning input considered to be most relevant to management level learning and development professionals with a current and future focus. The qualification is considered the equivalent of a UK Foundation Degree.

### **THE PROGRAM WILL ENABLE STUDENTS TO:**

- Increase your knowledge and ability relating to learning and development and how the function relates to business issues
- Encourage breadth of thinking, including new ideas and considerations focused at strategic level
- Enhance your organisational awareness - aligning people practice to organisational evolving need
- Deliver the guidance needed to see you through to qualification achievement
- Increase your overall development as learning and development professionals operating at management level, enabling you to add value to your organisations and enhance your career prospects

### **THE PROGRAM IS SUITABLE FOR:**

- Learning and development professionals operating at management or higher level. The program is designed to draw from personal experience and challenges from a management perspective
- Individuals working outside of learning and development at management level who are perhaps considering a career move, where knowledge and expertise in learning and development would be a highly useful competency enhancement
- Independent consultants where learning and development management represents a significant focus area



# QUALIFICATION

## CONTENT

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The Associate Diploma in Organisational Learning and Development is structured into seven units. These cover the full range of learning and development activities likely to be encountered by L&D professionals at management and strategic level. The units focus and/or examine:

- **ORGANISATIONAL PERFORMANCE AND CULTURE IN PRACTICE**

The connections between organisational structure and the wider world of work in a commercial context. It highlights the factors and trends, including, that impact on business strategy and planning, the digital environment, the influence of culture, employee well-being and change.

- **EVIDENCE-BASED PRACTICE**

The significance of capturing robust quantitative and qualitative evidence to inform meaningful insight to influence critical thinking. It focuses on analysing evidence through an ethical lens to improve decision-making and how the impact of people practice is essential in creating value.

- **PROFESSIONAL BEHAVIOURS AND VALUING PEOPLE**

How applying core professional behaviours such as ethical practice, courage and inclusivity can build positive working relationships and support employee voice and well-being.

- **SUPPORTING SELF-DIRECTED AND SOCIAL LEARNING**

How individuals increasingly want to learn at their own pace, by their preferred method, and in a way that fits with their personal schedules and lifestyle. Moreover, effective organisational learning embraces formal and informal socialised activities, and the greater recognition of the benefits in driving performance through learning, means that learning and development professionals must facilitate approaches for those who learn in these ways.

- **LEARNING AND DEVELOPMENT DESIGN TO CREATE VALUE**

The relationship between the learning and development needs of individuals and organisational objectives. It focuses on the elements of theoretical and contextual learning design in facilitating impactful learning experiences that support performance and productivity.

- **FACILITATE PERSONALISED AND PERFORMANCE FOCUSED LEARNING**

This unit focuses on the effective facilitation of learning activities that have an impact. This includes knowing how to prepare an impactful intervention, making effective use of pre-learning activities and personalisation to create learning that can be transferred back into the organisational context. In addition, it explores facilitation techniques, whether face-to-face or online, and the principles and ethics that underpin the delivery of an outstanding learning experience.

- **LEADERSHIP AND MANAGEMENT DEVELOPMENT**

The fundamentals of learning and development, taking a closer look at the essential area of Leadership and Management and how this is critical in developing the right culture and behaviours to establish a working environment which is cohesive, diverse, innovative and high-performing.

# PROGRAM SCHEDULE

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The program is delivered over 24 days, scheduled as four modules of five days (Sunday – Thursday) and a final module of four days (Sunday – Wednesday).

We know this is a significant time commitment away from work in order to study with us. However, Oakwood will not cut corners in order to provide a shorter programme – we want to give our students the best possible chance of success and at the same time, provide a real learning experience with immediate impact and relevance to your organisations.

## THE ROUTE TO SUCCESS

All seven units will be assessed by your successful completion of a written assignment designed to enable you to demonstrate your knowledge and learning covering concepts and their practical application. Group practical assignments will enable you to demonstrate your ability to work effectively in a team, focusing on research and the delivery of a presentation.

## YOUR QUESTIONS ANSWERED

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### HOW WILL THE PROGRAM BE DELIVERED?

During this current COVID pandemic, the program will be delivered through the interactive medium of the Go-to-Training online platform. This is a virtual classroom which enables student and facilitator interaction through discussions and practical activities. Oakwood's experience of delivering learning in this way has shown that it replicates to a large extent the interactivity and engagement levels of face-to-face training. We describe our online learning approach as "Workshops Without Walls" in acknowledgement of the fact it enables the involvement of learners from different areas of the Region – a factor that enriches the learning experience through the exchange of ideas from many different perspectives.

Once restrictions are lifted, we will reintroduce face-to-face workshops in-region. However, it is very likely we will retain either in full, or aspects of the virtual training in tandem with face-to-face learning – because it works!

### WHAT IS MY TIME COMMITMENT?

The five-day modules will be delivered typically every five/six-weeks. This allows plenty of time for assignment completion. This means you will have a realistic expectation of being able to complete your qualification within six/nine months, even less. There will be no penalty if you exceed this time. You will receive dedicated tutor support throughout your period of study to ensure your qualification achievement is as seamless and enjoyable as possible.



## WHAT QUALIFICATIONS DO I NEED?

No formal educational qualifications are needed but ideally you should currently be working within an HR or L&D role. The programs are delivered in English so you should be confidently 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 assignments as well as attend all the training days and maintain ongoing professional development records.

## HOW ARE MY ASSIGNMENTS ASSESSED?

All assignments are marked by our qualified assessment team. On occasion, it might be necessary for students to do a little more work and your assessor will provide you with feedback and guidance. All Pass results are provisional and your assignment must then be submitted to the CIPD for moderation purposes. At certain times throughout the year the CIPD will undertake the moderation process, and once the mark is agreed you will receive your final result.

## WHAT HELP DO I GET?

The program tutors are all CIPD qualified professionals with wide-ranging industry and sector experience. Your tutor will apply group and individual focus during the workshops and will be happy to advise and support you. Outside of the workshops, a dedicated Student Support Team will assess your written work and provide you with appropriate feedback. The entire Oakwood team is behind you and eager to ensure your success.

## WHAT ABOUT CIPD MEMBERSHIP?

Whilst studying for the qualification you must be a Student Member of the CIPD. On completion of the qualification, you will receive a CIPD Diploma Certificate, and be able to add the nomenclature "Associate CIPD" after your name on business cards, etc.

## WHAT ABOUT COSTS AND FEES?

Oakwood maintains extremely competitive fee levels. Please contact our Program Management team for a no-obligation discussion about enrolment, fees or any other matter that needs clarification.

## HOW DO I FIND OUT MORE OR REGISTER TO ATTEND?

Please contact our Programme Management team for a no-obligation discussion about enrolment, fees or any other matter that needs clarification. Call us: **00 971 (4) 3599020** or email: **info@oakwooddubai.ae**



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