

CIPD LEVEL 5

ASSOCIATE DIPLOMA

ASSOCIATE DIPLOMA IN PEOPLE MANAGEMENT

This new qualification replaces the previous Diploma in Human Resource Management. The new qualification structure and content has been devised to meet the needs of modern people professionals operating at management level and those of the organisations they represent.

WHY STUDY FOR THIS QUALIFICATION?

The Associate Diploma in People Management includes some of the learning content from the previous Diploma in HR Management but has been considerably updated.

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

THE AIMS OF THIS PROGRAM ARE TO:

- Increase your knowledge and ability relating to people management and 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
- Ultimately increase your overall development as people professionals operating at management level, enabling you to add value to your organisations and enhance your career prospects

THE PROGRAM IS SUITABLE FOR:

- Existing people 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 HR/L&D at management level and considering a career move into people management, or where the achievement of the diploma and the learning involved would be a useful competency enhancement
- Independent consultants where people management represents a significant area of focus



QUALIFICATION

CONTENT

The Associate Diploma in People Management has seven units – these cover the full range of people management activities likely to be encountered by people 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 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 to 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.

- **EMPLOYMENT RELATIONSHIP MANAGEMENT**

The key approaches, practices and tools to manage and enhance the employee relationship to create better working lives and the significant impact this can have on organisational performance.

- **TALENT MANAGEMENT AND WORKFORCE PLANNING**

The impact of effective workforce planning in considering the development of diverse talent pools and how to contract and onboard the workforce. It also includes analysis of the cost to the organisation if this is poorly managed and the interventions required to mitigate this risk.

- **REWARD FOR PERFORMANCE AND CONTRIBUTION**

How internal and external business factors influence reward strategies and policies, the financial drivers of the organisation and the impact of reward costs. It considers the importance of the role of people practice in supporting managers to make robust and professional reward judgements and the impact of rewarding effective performance.

- **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

The program is delivered over 15 days, scheduled as three modules of five days (Sunday - Thursday). In addition to our programs during the week, we also have the option of part time programs for working professionals which are held over a 5 day period with a combination of Saturdays and weeknights.

Oakwood does 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. There is group work which 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

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**

CIPD

Approved centre

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ENGAGING WITH EXCELLENCE

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