



Watson Martin  
PARTNERSHIP

# QUALIFICATION AND COURSE CATALOGUE

CIPD

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# CIPD ADVANCED AWARDS IN HR

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CIPD Advanced Award - Reward Management

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CIPD Advanced Award - Understanding and Implementing Coaching and Mentoring

# CIPD ADVANCED AWARD - DESIGNING, DELIVERING AND EVALUATING L&D PROVISION

## Who is it for?

- Anyone working in a business environment who is interested in understanding how to design, deliver and implement learning interventions
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

You will be provided with an overview of how to design, deliver, implement and evaluate L&D interventions. The Award is particularly useful for those who may not have extensive practical L&D experience but who may have responsibility for the L&D activity within their organisation. This practical Award will equip you with the skills needed to plan and deliver effective learning activities from the point of identifying a learning need through to establishing Return on Investment.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

This qualification focuses on developing your analytical skills and the use of reflection in order to solve a range of common business situations and develop practicable HR solutions.

## Key outcomes

- Explain, evaluate and critically analyse the internal and external contextual factors impacting on the design, delivery and assessment of learning plans and interventions in organisations.
- Evaluate, select and apply a range of approaches and processes for establishing learning and development needs at organisational, group/team, occupational and individual levels in collaboration with relevant stakeholders.
- Critically evaluate a range of learning and instructional design theories and principles and apply them to select and justify appropriate

- learning and development methods and delivery channels with the engagement and support of other professionals and managers.
- Design learning plans and interventions to meet identified needs in a timely, feasible and cost-effective way.
- Demonstrate skills of delivery and facilitation of learning through a range of methods and for employees at a range of organisational levels and a range of occupational groups.
- Design and implement appropriate evaluation methods to assess the success and effectiveness of learning plans and interventions.
- Act ethically and professionally with a demonstrated commitment to equality of opportunity and diversity in the design and delivery of learning and development and to continuous personal and professional development.

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in designing, delivering and evaluating L&D provision, you will be assessed on three of the outlined key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD ADVANCED AWARD - DEVELOPING SKILLS FOR BUSINESS LEADERSHIP

## Who is it for?

- This CIPD qualification is suitable for anyone wishing to develop their business leadership skills
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

This CIPD Advanced Award will enable you to demonstrate the breadth and depth of your business leadership skills and reflect on what further continuing professional development (CPD) you need to undertake to update your skills to become a more effective practitioner.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

- Manage yourself more effectively at work or in another professional context
- Manage interpersonal relationships at work more effectively
- Make sound and justifiable decisions and solve problems more effectively
- Lead and influence others more effectively
- Interpret financial information and manage financial resources
- Demonstrate enhanced IT proficiency
- Demonstrate an essential people management skillset
- Demonstrate competence in postgraduate study skills

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Developing Skills for Business Leadership, you will be summatively assessed on all eight of the key outcomes listed previously. To achieve this you will need to complete and submit a 4,000 word work-based template together with work-based evidence and a CPD log.

Part of the support we provide for this module includes advice on meeting the criteria for CIPD Chartered Member or Chartered Fellow, if applicable.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
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# CIPD ADVANCED AWARD - EMPLOYEE ENGAGEMENT

## Who is it for?

- Anyone wishing to develop their analytical skills to be able to build a strong business case for a strategic approach to employee engagement
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

This CIPD qualification will enable you to understand the drivers of employee engagement and how these link to good practices in employment relations, leadership and performance management.

You will develop your analytical skills to be able to build a strong business case for a strategic approach to employee engagement.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

- Critically analyse the concept of employee engagement, both intrinsically and also as an instrument for facilitating high-level business purposes.
- Explain the empirical and philosophical connections between employee engagement, managerial leadership, strategic aspirations and HR strategies focused on infrastructure maintenance and also the development of human resource management (HRM) competitive differentiators.

- Explore the critical contribution of employee engagement as a route to strategic, reputational and competitive excellence within a high-performance working environment.
- Design and undertake an analysis of the relationships, causal or correlational, between levels of employee engagement and organisational performance, measured by both process efficiencies and corporate outcomes.
- Create justified, cost-effective and strategically defensible action plans for promoting employee engagement within their own organisations and elsewhere.
- Systematically evaluate levels of employee engagement within organisations, functions and business units, and recommend or implement programmes designed to achieve remedial changes or embed levels of engagement already accomplished.

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Employee Engagement, you will be summatively assessed on three of the six key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
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# CIPD ADVANCED AWARD - EMPLOYMENT LAW

## Who is it for?

- Anyone working in a business environment who is interested in understanding how employment law affects their organisation and impacts on employment decisions and advice
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

Develop your ability to deal with employment issues confidently, competently and successfully. This Level 7 Advanced Award in Employment Law will provide you with practical tips to encourage good practice and minimise exposure to risk, as well as advice and guidance on the latest legislation, case law and employment initiatives.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

This CIPD qualification focuses on developing your analytical skills and the use of reflection in order to solve a range of common employment law situations and develop practicable HR solutions.

## Key outcomes

- Explain the core principles that underpin employment law as it applies in the UK (or Ireland), including common law, their purpose, origin and practical implications.
- Advise colleagues about significant legal implications of decisions, plans or proposals in the employment field.

- Advise about the appropriate action that should be taken in workplace scenarios where employment regulation applies.
- Play a leading role in determining the appropriate organisational response when legal action on the part of a worker or employee is anticipated, threatened or taken.
- Participate in the preparation, presentation and settling of employment tribunal cases.
- Know how to keep their knowledge of developments in employment law up to date and advise about the impact of these developments on employment policy and practice in their organisations.

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Employment Law, you will be assessed on three of the six key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

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# CIPD ADVANCED AWARD - HUMAN RESOURCES MANAGEMENT IN CONTEXT

## Who is it for?

- Anyone wishing to develop their analytical skills and the use of reflection in order to solve a range of common business situations and develop practical HR solutions
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

This CIPD qualification focuses on developing your analytical skills and the use of reflection in order to solve a range of common business situations and develop practical HR solutions.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this module, learners will be able to understand, analyse and critically evaluate:

- contemporary organisations and their principal environments
- the managerial and business environment within which HR professionals work
- how organisational and HR strategies are shaped by and developed in response to internal and external environmental factors

- the market and competitive environments of organisations and how organisational leaders and the HR function respond to them
- globalisation and international forces and how they shape and impact on organisational and HR strategies and HR practices
- demographic, social and technological trends and how they shape and impact on organisational and HR strategies and HR practices
- government policy and legal regulation and how these shape and impact on organisational and HR strategies and HR practices

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Human Resources Management in Context, you will be summatively assessed on three of the key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
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# CIPD ADVANCED AWARD - INVESTIGATING A BUSINESS ISSUE FROM AN HR PERSPECTIVE

## Who is it for?

- Anyone working in a business environment who is interested in understanding how to investigate a strategic business issue
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

This CIPD qualification focuses on developing your skills to investigate strategic business issues.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence to demonstrate how you can competently meet the requirements of this module. We support your development with tailored one-to-one guidance aimed at helping you add most value in the workplace.

## Key outcomes

- Identify and justify a business issue that is of strategic relevance to the organisation.
- Critically analyse and discuss existing literature, contemporary HR policy and practice relevant to the chosen issue.
- Compare and contrast the relative merits of different research methods and their relevance to different situations.
- Undertake a systematic analysis of quantitative and/or qualitative information and present the results in a clear and consistent format.

- Draw realistic and appropriate conclusions and make recommendations based on costed options.
- Develop and present a persuasive business report.
- Write a reflective account of what has been learned during the project and how this can be applied in the future.

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award –Investigating a Business Issue from an HR Perspective you will be summatively assessed on the key outcomes listed previously. To achieve this you will submit a mixed mode work based template with supporting business report(s) or a traditional 7,000 word dissertation assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
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# CIPD ADVANCED AWARD - KNOWLEDGE MANAGEMENT AND ORGANISATIONAL LEARNING

## Who is it for?

- Anyone working in a business environment who is interested in understanding the concepts of knowledge management and organisational learning and associated theories
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What will I learn?

This qualification focuses on the concepts of knowledge management and organisational learning and associated theories.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this module, learners will be able to:

- critically evaluate the meanings attached to the concepts of knowledge management and organisational learning and associated theories.
- analyse and critique a range of applications of the concepts in organisational practices

- design and develop organisation-based knowledge management strategies and programmes that promote, facilitate and exploit processes of organisational learning, taking account of a range of contextual factors
- manage the implementation of knowledge management strategies and processes to support and facilitate organisational learning with the engagement and support of other professionals and managers
- act ethically and professionally with a demonstrated commitment to equality of opportunity and diversity and to continuous personal and professional development

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Knowledge Management and Organisational Learning, you be assessed on three of the key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD ADVANCED AWARD - LEADERSHIP AND MANAGEMENT DEVELOPMENT

## Who is it for?

- Anyone looking to develop and implement a leadership and management programme within their organisation
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

The aim of this module is to enhance your skills in developing and implementing leadership and management programmes within your organisation. It establishes the differences between the two, presents the main academic underpinning behind these programmes and how they can be utilised for organisational learning. It empowers you by giving you the ability to structure and develop best practice leadership and management development programmes.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

This qualification focuses on developing your analytical skills and the use of reflection in order to solve a range of common business situations and develop practicable HR solutions.

## Key outcomes

On completion of this module learners will be able to:

- explain and critically analyse the concepts of leadership and management and their application in an organisational, social, environmental and multicultural context
- evaluate, select and apply a range of approaches to identifying leadership and management development needs in differing organisational contexts
- critically analyse and evaluate approaches to the formulation and implementation of leadership and management development

- strategies to meet current and future organisational needs
- design, critically evaluate and advise on a range of leadership and management development interventions to implement leadership and management development strategies and plans
- work collaboratively, ethically and effectively to support a partnership approach to leadership and management development
- explain and evaluate the role of leadership and management development in enhancing and developing organisational competence
- critically assess and evaluate approaches to the development of leadership and management in international and global contexts
- act ethically and professionally with a demonstrated commitment to leadership and management development and to continuous personal and professional development

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Leadership and Management Development, you will be summatively assessed on three of the key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD ADVANCED AWARD - LEADING, MANAGING AND DEVELOPING PEOPLE

## Who is it for?

- Anyone working in a business environment who is interested in understanding how to lead, manage and develop people
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about

This qualification focuses on developing your analytical skills and the use of reflection in order to solve a range of common business situations and develop practical HR solutions for people development.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this module learners will be able to:

- review and critically evaluate major contemporary research and debates in the fields of human resource management (HRM) and human resource development (HRD)
- evaluate major theories relating to motivation, commitment and engagement at work and how these are put into practice by organisations

- debate and critically evaluate the characteristics of effective leadership and the methods used to develop leaders in organisations
- contribute to the promotion of flexible working and effective change management in organisations
- critically discuss the aims and objectives of the HRM and HRD function in organisations and how these are met in practice
- assess the contribution made by HRM and HRD specialists in different types of organisation
- promote professionalism and an ethical approach to HRM and HRD practice in organisations

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Leading Managing and Developing People, you be summatively assessed on three of the key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD ADVANCED AWARD - LEARNING AND TALENT DEVELOPMENT

## Who is it for?

- Anyone wishing to develop their understanding of the main elements of an effective learning and talent development strategy
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

This qualification will develop your understanding of the main elements of an effective learning and talent development strategy as well as the role played by line managers and other key stakeholders.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

- Critically analyse and evaluate the formulation and implementation of processes of learning and talent development strategies for defining and achieving current and future effectiveness at national, organisational, group and individual levels.
- Critically evaluate the potential and appropriateness of a range of learning and talent development strategies, policies and methods with reference to relevant contextual factors.
- Lead the initiation, development and implementation of learning and talent development strategies, interventions and activities.

- Work effectively and collaboratively with key internal and external partners and stakeholders to diagnose and manage learning and talent development response to problems and issues and ensure clarity of role and contribution to agreed responses.
- Critically assess the role and influence the politics of learning and talent development policy and practice in a range of contexts.
- Act ethically and professionally with a demonstrated commitment to equality of opportunity and diversity in learning and talent development and to continuous personal and professional development.

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Learning and Talent Development, you will be summatively assessed on three of the key outcomes. For this we recommend you undertake our 3,000 word tailored assignment on talent development which has been individually approved by the CIPD.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD ADVANCED AWARD - MANAGING EMPLOYMENT RELATIONS

## Who is it for?

- o Anyone working in a business environment who is interested in understanding the importance of employment relations and how they impact on policy, practice and organisational outcomes such as performance and employee engagement
- o Those wishing to achieve the CIPD advanced level diploma
- o Those wishing to meet the requirements for CIPD professional membership

## What is it about?

This qualification focusses on the importance of employment relations and how to analyse and critically evaluate it.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this module learners will be able to understand, analyse and critically evaluate:

- o different theories and perspectives on employment relations
- o the impact of local, national and global contexts shaping employment relations climates
- o the roles and functions of the different parties to control and manage the employment relationship
- o the importance of organisational-level employment relations processes that support organisational performance, including the design and

implementation of policies and practices in the areas of: employee engagement; diversity management; employee communication, involvement and participation negotiation and bargaining; conflict resolution; and change management and management control

- o the importance of employment relations procedures that help mitigate organisational risk, including the design and implementation of policies and practices in the areas of discipline, grievance, dismissal and redundancy
- o the integration of employment relations processes and how they impact on policy, practice and organisational outcomes such as performance and employee engagement

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Knowledge Management and Organisational Learning, you will be summatively assessed on three of the key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
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# CIPD ADVANCED AWARD - ORGANISATION DESIGN AND ORGANISATION DEVELOPMENT

## Who is it for?

- Anyone working in a business environment who is interested in understanding how organisational design can influence change, culture, operations and relationships
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

This Advanced Level Award provides you with an insight into how organisation design can impact on day-to-day and longer-term activities. You will learn how the HR role can influence the development and implementation of structures and relationships to support organisational performance. This is particularly beneficial for those managing change or reviewing organisational culture.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this module, learners will be able to understand, analyse and critically evaluate:

- the historical and theoretical basis of organisation design and development and their context in terms of value and contribution to organisational life
- available design options regarding organisational structures and relationships

- processes and systems that need to be in place to maintain such structures and relationships, and evaluation of same
- methods and procedures of organisation development and review their strategic impact
- change management strategies and activities through the application of organisation development strategies, which might support organisation design and realignment outcomes
- organisation culture, norms and behaviours
- the importance of the HR role in advising on these design and development choices and supporting their implementation

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Organisation design and Organisation Development, you will be summatively assessed on three of the key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD ADVANCED AWARD - PERFORMANCE MANAGEMENT

## Who is it for?

- o Anyone working in a business environment who is interested in understanding how to plan, monitor and evaluate performance management systems
- o Those wishing to achieve the CIPD advanced level diploma
- o Those wishing to meet the requirements for CIPD professional membership

## What is it all about?

Managing performance can be a difficult task due to the internal and external factors which can impact upon the process. The Advanced Award in Performance Management is designed to provide you with the necessary skills to plan effective performance management processes within an organisational setting.

This Award will enable you to reflect upon the strategic nature of performance management and how to implement appropriate systems ethically and with professionalism.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this module, learners will be able to:

- o systematically decide and communicate strategic performance aims, objectives, priorities and targets
- o plan effective performance management policies and practices to improve organisational and employee performance
- o devise and sustain arguments for using appropriate performance management techniques, rewards and sanctions to improve performance
- o demonstrate the communication skills required when managing achievement and underachievement
- o critically evaluate the effectiveness of performance management

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Performance Management, you will be summatively assessed on three of the key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

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# CIPD ADVANCED AWARD - RESOURCING AND TALENT MANAGEMENT

## Who is it for?

- Anyone with responsibility for human resource (HR) decision making within an organisation at either operational, tactical or a more strategic level
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

This Advanced Award provides you with the basis upon which to develop and evaluate resourcing and talent management strategies. You will learn how to manage the employment process from recruitment to the end of the employment contract.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

This qualification focusses on developing your analytical skills and the use of reflection in order to solve a range of common business situations and develop practicable HR solutions.

## Key outcomes

On completion of this module learners will be able to:

- analyse and evaluate the major features of national and international employment markets from which organisations source staff and ways in which these markets evolve or change
- play a leading role in the development and evaluation of resourcing and talent management strategies, diversity management and flexible working initiatives

- manage recruitment, selection and induction activities effectively, efficiently, lawfully and professionally
- undertake and evaluate long- and short-term talent planning and succession planning exercises with a view to building long-term organisational performance
- gather, analyse and use information on employee turnover as the basis for developing robust staff retention strategies
- manage retirement, redundancy and dismissal practices fairly, efficiently and in accordance with the expectations of the law, ethical and professional practice

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Resourcing and Talent Management, you will be summatively assessed on three of the key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
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# CIPD ADVANCED AWARD - REWARD MANAGEMENT

## Who is it for?

- Anyone working in a business environment who is interested in developing a strategic approach to reward management
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

This qualification focuses on developing a strategic approach to reward management. Improved analytical skills will help you understand the link between reward practices and business needs as well as the relationship with other areas of HR such as performance management, employment law, resourcing and talent management.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

- Analyse the relationship between the environment, strategy and systems of reward management.
- Explore the conceptual apparatus and theoretical debates informing reward management.
- Critically discuss traditional, contingent and knowledge bases for transactional and relational rewards.
- Design internally consistent reward structures that recognise labour market and equity constraints.
- Analyse executive and expatriate rewards in an international context.
- Critically evaluate key issues in reward management.

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Reward Management you will be summatively assessed on three of the six key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD ADVANCED AWARD - UNDERSTANDING AND IMPLEMENTING COACHING AND MENTORING

## Who is it for?

- Anyone working in a business environment who is interested in understanding and implementing coaching and mentoring
- Those wishing to achieve the CIPD advanced level diploma
- Those wishing to meet the requirements for CIPD professional membership

## What is it about?

This module provides you with the required knowledge and practice to embed coaching and mentoring activities within organisations. It provides learners with the differences between the two learning methodologies and a clear overview of how these methods can be utilised in practice. It also covers the main coaching models (including GROW) and develops best practice in implementation procedures.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

This qualification focusses on developing your analytical skills and the use of reflection in order to solve a range of common business situations and develop practical HR solutions.

## Key outcomes

On completion of this module, learners will be able to:

- critically assess a range of models and frameworks of coaching and of mentoring
- demonstrate and apply an informed and critical understanding of psychological theories and concepts informing the design and use of

coaching and of mentoring, including a range of theories related to learning, emotional intelligence and personal and organisation change and development

- design and implement organisation-based coaching strategies and mentoring strategies and programmes, taking account of a range of contextual factors
- provide skilled, professional and effective coaching and mentoring services to individuals in a range of organisational, professional and personal contexts
- act ethically and professionally with a demonstrated commitment to equality of opportunity and diversity in coaching and mentoring practice and to continuous personal and professional development

## Course structure

### Assessment

To achieve the CIPD Advanced Level Award in Understanding and Implementing Coaching and Mentoring, you will be summative assessed on three of the key outcomes. To achieve this you will need to complete and submit a 3,000 word work based template or an assignment.

### Requirements

There are no prerequisites for this course. We will ensure you are enrolled onto the most suitable programme for your experience through our competency-based assessment. We will then build your tailored programme, agreeing modules and completion deadlines in consultation with you.

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARDS IN HR

CIPD Intermediate Award - Business Issues and the Contexts of HR

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CIPD Intermediate Award - Contemporary Development in Employee Relations

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CIPD Intermediate Award - Developing Professional Practice

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CIPD Intermediate Award - Employee Engagement

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CIPD Intermediate Award - Employment Law

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CIPD Intermediate Award - HR Service Delivery

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CIPD Intermediate Award - Improving Organisational Performance

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CIPD Intermediate Award - Managing and Co-Ordinating the HR Function

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CIPD Intermediate Award - Organisation Design: Implications For HR

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CIPD Intermediate Award - Organisational Development: Implications For HR

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CIPD Intermediate Award - Resourcing and Talent Planning

CIPD Intermediate Award - Reward Management

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CIPD Intermediate Award - Using Information in HR

# CIPD INTERMEDIATE AWARD - BUSINESS ISSUES AND THE CONTEXTS OF HR

## Course overview

Human resources (HR) professionals need to understand key developments in the business and external contexts within which HR operates. This unit enables learners to identify and review the business and external contextual factors affecting organisations and to assess the impacts of these factors on the HR function. The unit also examines HR's role in strategy formulation and implementation.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand key contemporary business issues affecting the HR function within private, public and third sector organisations
- understand the main external contextual factors impacting on organisations and the HR function
- understand the role of HR in the managing of contemporary business issues and external contexts
- understand how organisational and HR strategies and practices are shaped and developed
- know how to identify and respond to short-term changes in the business and external contexts



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - CONTEMPORARY DEVELOPMENTS IN EMPLOYEE RELATIONS

## Course overview

Human resource (HR) professionals need to understand key developments in the theory and practice of employment relations, both within and beyond the immediate organisational context. This unit allows learners to build on their knowledge and experience to develop the skills required to make informed and effective judgements about existing and emerging models, processes and practices of employment relations in local and international jurisdictions.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will understand:

- competing approaches that contextualise contemporary developments in employment relations
- contemporary labour market trends and data
- the main sources of employment relations legislation
- the role of the parties that affect the management of employment relations
- contemporary developments in employee involvement and participation
- different forms of conflict behaviour and dispute resolution



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - DEVELOPING PROFESSIONAL PRACTICE

## Course overview

This unit is designed to enable the learner to develop a sound understanding of the knowledge, skills and behaviours required by human resources (HR) professionals. The unit embraces the 'thinking performer' perspective and covers the competencies needed by the HR professional in a personal capacity, when collaborating and working with others, and when functioning efficiently and effectively in an organisational context. It will enable learners to assess their own strengths and identify a continuing professional development (CPD) plan.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand what is required to be an effective and efficient HR professional
- be able to perform efficiently and effectively as a self-managing HR professional
- be able to perform efficiently and effectively as a collaborative member of working groups and teams and as an added- value contributor to the organisation
- be able to apply CPD techniques to construct, implement and review a personal development plan



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - EMPLOYEE ENGAGEMENT

## Course overview

This unit is intended to provide learners with a broad understanding of what is meant by employee engagement, including how it can be linked to and yet be distinguished from other related concepts. It covers the components of employee engagement and the processes through which high levels of engagement can be secured and sustained within an organisation, with special reference to the comprehensive application of human resources (HR) policies, strategies and practices.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand what is meant by employee engagement, including how it can be linked to and yet be distinguished from other related concepts
- understand the components of employee engagement, with reference to the application of relevant HR policies, strategies and practices
- understand the importance of employee engagement as a contributor to positive corporate outcomes
- be able to evaluate the findings of recent studies that demonstrate the incidence of employee engagement, principally within the UK economy but also within relevant international settings
- know how to implement HR strategies and practices intended to raise levels of employee engagement in a specific organisational context
- understand the future for employee engagement, principally throughout the UK economy but also within the globalised world of work more generally



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**



# CIPD INTERMEDIATE AWARD - EMPLOYMENT LAW

## Course overview

Recent decades have seen a substantial increase in the extent to which the employment relationship in the UK, Eire and the EU is regulated through employment legislation. As a result, human resources (HR) professionals are now obliged to take account of legal requirements in different jurisdictions when carrying out many central aspects of their role. The purpose of this unit is to introduce the major areas of employment legislation and the employment law system, focusing in particular on ways in which day-to-day HR activities are subjected to some form of regulation.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the purpose of employment regulation and the way it is enforced in practice
- know how to manage recruitment and selection activities lawfully
- know how to manage change and reorganisation lawfully
- know how to manage issues relating to pay and working time lawfully
- be able to ensure that staff are treated lawfully when they are at work
- know how to manage performance and disciplinary matters lawfully



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

**Duration: 1-2 months | Cost: from £500 (+VAT)**

Delivered by the Watson Martin Partnership

# CIPD INTERMEDIATE AWARD - HR SERVICE DELIVERY

## Course overview

Human resources (HR) professionals need to understand the different HR service delivery models available to contemporary organisations, the ways that these are evolving and the contribution effective and efficient HR service delivery makes to facilitating and supporting sustained organisational performance. This includes establishing and monitoring service standards, measuring performance and issues surrounding the use of shared services, partners and external providers.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the reasons behind organisations changing the structure and location of HR service provision
- understand the different HR service delivery models available to contemporary organisations
- understand the challenges involved in maintaining and managing HR services and how standards are established and monitored



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - IMPROVING ORGANISATIONAL PERFORMANCE

## Course overview

This unit introduces the learner to how organisations can drive sustained organisation performance by creating a high-performance work organisation (HPWO) and involving line managers in the performance management process. The unit assesses the different conceptual frameworks of high-performance working (HPW) and examines its impact on organisational performance, competitive advantage, employee engagement and employee well-being. It provides the learner with the business case for, and the barriers to, HPW as well as the role of people management in improving organisational performance.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the conceptual frameworks and complexity of high-performance working (HPW) and its contribution to sustainable organisation performance
- understand the business case for creating a high-performance work organisation (HPWO)
- understand the contribution of the performance management process to high levels of performance
- understand the role of line managers in the performance management process
- know how to create and sustain a community of practice to build a high-performance culture



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - MANAGING AND CO-ORDINATING THE HR FUNCTION

## Course overview

The purpose of this unit is to introduce learners to human resources (HR) activity and to the role of the HR function in organisations in general terms. It focuses on the aims and objectives of HR departments in contemporary organisations and particularly on the ways that these are evolving. Different ways of delivering HR objectives and emerging developments in the management of the employment relationship are explored as well as the methods that can be used to demonstrate that the function adds value for organisations. The unit also aims to inform learners about published research evidence linking HR activity with positive organisational outcomes.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- be able to explain the purpose and key objectives of the HR function in contemporary organisations
- understand how HR objectives are delivered in different organisations
- understand how the HR function can be evaluated in terms of value added and contribution to sustained organisation performance
- understand the HR function's contribution to effective change management
- be able to explain the role of ethics and professionalism in HR management and development
- understand the relationship between organisational performance and effective HR management and development

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - ORGANISATION DESIGN: IMPLICATIONS FOR HR

## Course overview

Ensuring that an organisation is appropriately designed to deliver organisation objectives in the short and long term is critical to sustainable organisation performance. Driven by organisation business strategy and operating context, organisation design is a conscious process of shaping and aligning the various organisational components: structure, size, systems, processes, people, performance measures, culture and communication. This unit explores, through a review of theories and models, the elements that contribute to organisation design and the development of organisation insight crucial to building agile and adaptable organisations, with healthy cultures that are essential to meet current and future challenges.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will be able to:

- understand the historical and theoretical basis of organisation design and the relationship between organisational elements and the business strategy
- understand the key factors to be considered in the design of organisations and the implications for the management and development of people and resources



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - ORGANISATIONAL DEVELOPMENT: IMPLICATIONS FOR HR

## Course overview

According to the CIPD definition, the purpose of organisation development is to take 'a planned and systematic approach to enabling sustained organisation performance through the involvement of its people'.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will be able to:

- understand the underpinning history, theories, and principles of organisation development
- understand the organisation development process
- understand various organisation development practices, models, and approaches
- understand the value of organisation development interventions to business performance and productivity



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - RESOURCING AND TALENT PLANNING

## Course overview

A fundamental part of the human resource (HR) management role is concerned with the mobilisation of a workforce, taking responsibility for ensuring that the organisation is able to access the skills it needs at the time and in the places that it needs them to drive sustained organisation performance. This involves attracting, retaining and, from time to time, managing the departure of staff from the organisation. Achieving this requires insight-driven strategic and operational activity.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand key contemporary labour market trends and their significance for different kinds of organisation and in different country contexts
- be able to undertake core talent planning activities
- know how to contribute to the development of resourcing strategies
- be able to manage recruitment and selection activities effectively and within the expectations of the law and good practice
- understand how to maximise employee retention
- know how to manage dismissal, redundancy and retirement effectively and lawfully



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - REWARD MANAGEMENT

## Course overview

The reward management unit provides the learner with a wide understanding of how the business context drives reward strategies and policies, including labour market, industrial and sector trends, regional differences and trends in pay and international comparisons; the financial drivers of the organisation, the balance sheet and the impact of reward costs.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will be able to:

- understand the business context of reward and the use of reward intelligence
- understand the key perspectives that inform reward decision making
- understand key reward principles, policies and practices
- understand the role of line managers in promoting a performance culture, in reward decision making and driving sustained organisation performance



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**



# CIPD INTERMEDIATE AWARD - USING INFORMATION IN HR

## Course overview

Human resources (HR) professionals need to be able to present a viable and realistic case for improvement based on sound work-based research and an understanding of what is considered good practice. This core unit develops the skills of research and enquiry in order to enable learners to identify appropriate data sources to support an investigation into an area of HR practice and to synthesise and apply this data, to evaluate the role of HR in business and strategy formulation and implementation, and to prepare and present a business case for improvement.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- know how to identify and scrutinise appropriate HR data sources
- be able to conduct small-scale research and analyse the findings
- be able to draw meaningful conclusions and evaluate options for change
- know how to deliver clear, business-focused reports on an HR issue



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARDS IN L&D

CIPD Intermediate Award - Delivering L&D Solutions For International Markets

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CIPD Intermediate Award - Designing and Developing Digital and Blended Learning Solutions

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CIPD Intermediate Award - Developing and Using Consultancy Skills

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CIPD Intermediate Award - Developing Leadership and Management Skills

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CIPD Intermediate Award - Developing Professional Practice in Learning and Development

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CIPD Intermediate Award - Enhancing Participant Engagement in the Learning Process

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CIPD Intermediate Award - Evaluating Learning and Development in a Knowledge Economy

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CIPD Intermediate Award - Facilitating Collective and Social Learning

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CIPD Intermediate Award - Implementing Coaching and Mentoring

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CIPD Intermediate Award - Managing Learning and Development Suppliers

CIPD Intermediate Award - Managing the Learning and Development Business Function

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CIPD Intermediate Award - Understanding Organisation Development

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CIPD Intermediate Award - Understanding the Context of Learning and Development

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Intermediate Award - Understanding the Role of Learning and Development in Talent Development

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CIPD Intermediate Award - Using Facilitation Skills

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CIPD Intermediate Award - Using Information, Metrics and Developing Business Cases For Learning and Development

# CIPD INTERMEDIATE AWARD - DELIVERING L&D SOLUTIONS FOR INTERNATIONAL MARKETS

## Course overview

The purpose of this unit is to develop the learners' understanding of the fundamental principles and practice of developing a learning and development (L&D) strategy and intervention within the global context, and of the potential value of these practices within globally-dispersed organisations. The unit begins by exploring the concept of learning, training and development, its interplay with cross cultural adjustment and their importance for both international organisations and global virtual teams.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the concept of learning and development in cross-cultural settings
- understand the range of factors that need to be considered when developing a global learning and development strategy and intervention
- know how to design, deliver and evaluate a learning and development intervention suitable for international assignments in a timely, feasible and cost-effective way



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - DESIGNING AND DEVELOPING DIGITAL AND BLENDED LEARNING SOLUTIONS

## Course overview

The purpose of this unit is to equip learning professionals with the knowledge and skills needed to take advantage of the opportunities afforded by advances in technology. While it could be seen that technology does no more than open up another channel for the delivery of existing solutions, the capability and versatility of this channel is profound, providing opportunities for improved flexibility, accessibility and scalability. This unit will prepare learning professionals to make informed choices from a host of new media options and to integrate digital delivery in powerful ways alongside more traditional approaches.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand current digital technologies and their contribution to learning and development solutions
- be able to design blended learning solutions that make appropriate use of new technologies alongside more traditional approaches
- know about the processes involved in designing and developing digital learning content efficiently and what makes for engaging and effective digital learning content
- understand the issues involved in the successful implementation of digital and blended learning solutions



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - DEVELOPING AND USING CONSULTANCY SKILLS

## Course overview

In the current world of economic change and uncertainty, the need for consulting skills and abilities has increased, along with the need for businesses in private and public sectors to procure the most cost-effective and innovative solutions for business problems and/or opportunities. This unit will further develop the learners' understanding of the nature of consultancy and related concepts, different consultancy roles and the key stages in the consulting process.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the meaning of consultancy and the common stages in the consulting process in an L&D context
- know how to work with a client to agree a learning and development solution
- be able to support a client whilst implementing a learning and development solution



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - DEVELOPING LEADERSHIP AND MANAGEMENT SKILLS

## Course overview

Effective leadership and management is broadly acknowledged to be essential to organisation effectiveness and success. Hence leadership and management development is a critical component of learning and development (L&D) practice. The purpose of this unit is therefore to enable learners to understand and analyse the role of L&D in leadership and management development. This will include examining differences between leadership and management. The key roles and tasks of corporate leaders and managers will be covered. The focus of the unit will then shift to design of leadership and management development interventions.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On successful completion of this unit, learners will:

- understand the distinction between leadership and management
- be able to explain different approaches to developing leaders and managers and the role of the learning and development function
- understand how to ensure the ownership and success of leadership and management development programmes



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - DEVELOPING PROFESSIONAL PRACTICE IN LEARNING & DEVELOPMENT

## Course overview

The role of the learning and development (L&D) function is changing due to a number of factors, including paradigm shifts in learning, advances in our understanding of how people learn, new technologies, business strategies and the emergence of new roles for L&D professionals. The aim of this core unit is to familiarise the learners with current trends and practices in L&D and to enable them to develop a sound and comprehensive understanding of the core knowledge, skills and behaviours required by L&D professionals, whatever their role. Current trends and practices in L&D will be examined along with a consideration of a range of roles and career paths.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On successful completion of this unit, learners will:

- understand the knowledge, skills and behaviours required of a learning and development professional
- be able to manage self and workload to deliver timely and effective learning and development services to meet client need
- be able to work collaboratively with others, as a member of a team or working group
- be able to apply CPD techniques to devise, implement and review a personal development plan



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - ENHANCING PARTICIPANT ENGAGEMENT IN THE LEARNING PROCESS

## Course overview

This purpose of this unit is to further develop the learners' knowledge and understanding of how to maximise participant engagement throughout the learning process. Classical and contemporary theories and models from psychology will be explored and their usefulness for learning and development (L&D) practice will be assessed. In particular, the unit will examine the neuroscience and psychology of motivation, learning and change and how these can be used to inform practice.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On successful completion of this unit, learners will:

- be able to use stakeholder analysis to inform their learning activities
- understand motivation theory as it relates to the learning process
- be able to use neuroscience and psychology to enhance engagement throughout the learning process



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**



# CIPD INTERMEDIATE AWARD - EVALUATING LEARNING & DEVELOPMENT IN A KNOWLEDGE ECONOMY

## Course overview

The purpose of this unit is to develop the learners' understanding of the evaluation of learning and development (L&D) within a business and knowledge economy. The unit begins by exploring the importance for evaluating learning within the organisation. Various typologies are evaluated and contrasted from the more traditional to the more contemporary. The process of evaluating L&D is explored from various overarching approaches through to the specifics of the who, what, where and how.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the meaning and purposes of evaluation within a learning and development context
- know about different theories, tools and techniques for evaluating learning and development activities
- know about the challenges for evaluating learning and development within a knowledge economy



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - FACILITATING COLLECTIVE AND SOCIAL LEARNING

## Course overview

The purpose of this unit is to develop the learners' understanding of both collective and social learning and the nature and impact of both within the workplace. The unit begins by exploring the constructs of collective and social learning, their differences and any overlap. The unit then explores different models of collective and social learning, with a focus on how these feed into organisational learning objectives. The rapidly changing face of social media tools and e-learning technologies are explored and the implications these have for learners, facilitators, line managers and organisations.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the constructs of collective and social learning
- know about different models of collective and social learning and their application within the workplace
- understand how technology has transformed the nature and shape of collective and social learning
- understand the benefits and challenges of facilitating collective and social learning in organisations



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - IMPLEMENTING COACHING AND MENTORING

## Course overview

The purpose of this unit is to develop the learners' understanding of both coaching and mentoring and of the potential value of both practices within organisations. The unit will also provide opportunities for the learners to enhance their coaching and mentoring skills. The unit begins by exploring and differentiating between the concepts of coaching and mentoring. The benefits for different stakeholders including the coach/coachee and mentor/mentee will be explored.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the nature, purpose and benefits of coaching and mentoring in organisations
- understand the different ways coaching and mentoring can be implemented in organisations
- be able to support the implementation of coaching and/or mentoring programmes within an organisation



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - MANAGING LEARNING & DEVELOPMENT SUPPLIERS

## Course overview

The effective management of learning and development (L&D) suppliers can produce a number of positive benefits for organisations, including gains in productivity and customer satisfaction and reduction in time, customer dissatisfaction and costs. There are also a number of challenges in managing supplier relations successfully. This unit will explore the principles and practice of supplier management within the context of the learning and development supplier lifecycle.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the procurement process within the context of learning and development
- know how to procure L&D suppliers
- know how to manage learning and development suppliers



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - MANAGING THE LEARNING & DEVELOPMENT BUSINESS FUNCTION

## Course overview

The purpose of this unit is to equip the learners with the knowledge and skills required to manage and co-ordinate the business of learning and development (L&D). The unit will further the learners' understanding of the key purpose and objectives of the learning and development (L&D) function in contemporary organisations. The unit will examine evidence on how the L&D function contributes to positive business outcomes and the change agenda in organisations. Different models of delivering L&D solutions will be examined along with a consideration of the key roles and responsibilities of the L&D manager.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the evolving nature, purpose and business improvement activities of the learning and development function in contemporary organisations
- understand different models for delivering the learning and development function
- be able to manage different aspects of the learning and development function



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - UNDERSTANDING ORGANISATION DEVELOPMENT

## Course overview

The purpose of this unit is to enable learners to know, understand and analyse the concept of organisation development (OD). It will develop their knowledge and understanding of the evolution of OD in contemporary organisations and its role in contributing to major organisational change. Learners will gain a knowledge and understanding of different models of OD and the common processes involved.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the concept and key purposes of organisation development and the relationship of OD with the learning and development function
- be able to explain and evaluate a range of models of OD, including associated tools and techniques
- be able to specify and describe the knowledge and skills required in an OD role



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - UNDERSTANDING THE CONTEXT OF LEARNING AND DEVELOPMENT

## Course overview

The purpose of this unit is to enable learners to know, understand and analyse a range of factors which form the context of learning and development (L&D) practice. These factors include those internal and external to any given organisation which have an influence on L&D policy and practice. The unit develops understanding of and ability to identify and analyse the relevance and impact of specific factors within particular and varying contexts.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- understand the nature of organising and managing in a variety of contexts
- be able to analyse the key factors influencing achievement of strategic objectives in varying organisation contexts and their impact on L&D policies and practice
- understand how to develop L&D policies and activities to respond to and exploit the limitations and opportunities arising from varying contextual factors



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - UNDERSTANDING THE ROLE OF LEARNING AND DEVELOPMENT IN TALENT DEVELOPMENT

## Course overview

Learning and development (L&D) is central to talent management through talent development. Understanding the contribution of learning and development is therefore essential for effective talent management and in achieving economic and social aspirations, ambitions and objectives of work organisations and individuals. The purpose of this unit is to enable learners to know, understand and analyse the meaning and scope of talent development in contemporary organisations.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On successful completion of this unit, learners will:

- understand the evolving meaning, nature and purpose of talent development in contemporary organisations
- be able to explain different ways of organising and managing talent development in different contexts
- be able to analyse the role of the learning and development function in developing talent



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**



# CIPD INTERMEDIATE AWARD - USING FACILITATION SKILLS

## Course overview

Facilitation skills are one of the most important set of skills for learning and development (L&D) professionals. This unit will further develop the learners' knowledge and expertise in using a range of facilitation skills in different professional contexts including both business and learning contexts. Different models of facilitation will be explored plus coverage of an extensive range of tools and techniques that can be used to facilitate effectively in learning and business contexts.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On successful completion of this unit, learners will:

- understand the nature of facilitation and the principles of effective facilitation
- know about different facilitation models and techniques
- be able to use different facilitation techniques in different business and learning contexts
- be able to reflect on own facilitation skills and plan to improve future practice



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE AWARD - USING INFORMATION, METRICS AND DEVELOPING BUSINESS CASES FOR LEARNING & DEVELOPMENT

## Course overview

Learning and Development (L&D) professionals need to be able to understand and use information and metrics in contemporary practice. They also need to be able to develop business cases for L&D initiatives and solutions based on valid metrics and evidence and what is considered to be good practice. This core unit develops the learners' knowledge and skills in the research process, including how to conduct critical reviews of the literature. The unit will examine how research can improve understanding, aid decision-making and provide the basis for a change in practice.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

## Key outcomes

On completion of this unit, learners will:

- know how to scrutinise appropriate learning and development data
- be able to conduct small-scale research in an area of L&D to support a business case



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARDS IN HR

CIPD Foundation Award - Contributing to the Process of Job Analysis

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CIPD Foundation Award - Developing Yourself as an Effective HR Practitioner

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CIPD Foundation Award - Recording, Analysing and Using HR Information

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CIPD Foundation Award - Resourcing Talent

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CIPD Foundation Award - Supporting Change in Organisations

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CIPD Foundation Award - Supporting Good Practice in Managing the Employment Relationship

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CIPD Foundation Award - Supporting Good Practice in Performance and Reward Management

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CIPD Foundation Award - Understanding Organisation and the Role of HR

**Duration: 1 month | Cost: from £350 (+VAT)**

Delivered by the Watson Martin Partnership

# CIPD FOUNDATION AWARD - CONTRIBUTING TO THE PROCESS OF JOB ANALYSIS

## Course overview

The unit is an introduction to the fundamentals of organisation design, focusing on the process of job analysis. You will understand the importance of the process and also you will gain the knowledge and skills necessary to conduct it.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental HR knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will be able to:

- explain the principles, purposes and practice of job analysis
- contribute to the process of job analysis



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

**Duration: 1 month | Cost: from £350 (+VAT)**

Delivered by the Watson Martin Partnership

# CIPD FOUNDATION AWARD - DEVELOPING YOURSELF AS AN EFFECTIVE HR PRACTITIONER

## Course overview

The units focus on the knowledge, skills and behaviours required for work within the profession. You will be encouraged to reflect and understand the importance of a personal development plan and also of monitoring your development.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental HR knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will be able to:

- understand the knowledge, skills and behaviours required to be an effective HR or L&D practitioner
- know how to deliver timely and effective HR services to meet users' needs
- be able to reflect on own practice and development needs and maintain a plan for personal development



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - RECORDING, ANALYSING AND USING HR INFORMATION

## Course overview

The unit focuses on the importance of collecting data, helping you understand how the data supports the HR practice, the impact it has on organisational objectives, but also the legal implications.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental HR knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- understand what data needs to be collected to support HR practices
- know how HR data should be recorded, managed and stored
- be able to analyse HR information and present findings to inform decision-making



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - RESOURCING TALENT

## Course overview

The unit will build a firm foundation over the Resourcing Talent process, from the benefits of the organisation, to the factors that impact on the resourcing talent activities to the legal implications. You will be equipped with the practical knowledge and skills of the process.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental HR knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- be able to explain the factors that affect an organisation's talent planning, recruitment and selection policy
- be able to identify appropriate recruitment and selection methods
- be able to contribute to the recruitment and selection interviewing process for a job role
- understand the importance of effective induction



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

**Duration: 1 month | Cost: from £350 (+VAT)**

Delivered by the Watson Martin Partnership

# CIPD FOUNDATION AWARD - SUPPORTING CHANGE IN ORGANISATIONS

## Course overview

You will learn how to deal with change in an organisation successfully; this unit will provide you with the necessary knowledge over the factors leading to change in an organisation and the practical tips on how to support your company and the employees and to manage change.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental HR knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will understand:

- why organisations need to change and how change affects organisations
- the key factors involved in the change process and different approaches to managing change
- the impact of change on employees and the role of HR



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**



# CIPD FOUNDATION AWARD - SUPPORTING GOOD PRACTICE IN MANAGING THE EMPLOYMENT RELATIONSHIP

## Course overview

The unit will equip you with the knowledge and skills required for best practice within the employee relation.; the legal aspects from the beginning to the termination of the employment will be examined.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental HR knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will understand the:

- impact of employment law at the start of the employment relationship
- main individual rights that the employee has during the employment relationship
- issues to address at the termination of the employment relationship



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - SUPPORTING GOOD PRACTICE IN PERFORMANCE AND REWARD MANAGEMENT

## Course overview

You will understand how the organisations can benefit from the performance and reward management and how can support this in your role. This unit will develop your ability to contribute competently and confidently to performance and reward management and also will provide you with the practical knowledge to encourage best practice.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental HR knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will be able to:

- explain the link between organisational success, performance management and motivation
- explain the relationship between performance management and reward
- contribute to effective performance and reward management in the workplace
- conduct and reflect upon a performance review



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - UNDERSTANDING ORGANISATION AND THE ROLE OF HR

## Course overview

The unit will provide you with an in depth understanding of the 'organisation' concept and the role of HR in supporting the organisation and leading to accomplishment of its objectives.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental HR knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will understand:

- the purpose of an organisation and its operating environment
- the structure, culture and functions of an organisation
- how HR activities support an organisation



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARDS IN L&D

CIPD Foundation Award - Assessing Learning and Development

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CIPD Foundation Award - Becoming an Effective L&D Practitioner

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CIPD Foundation Award - Delivering Learning and Development Activities

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CIPD Foundation Award - Designing Learning and Development Activities

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CIPD Foundation Award - Enhancing Learner Engagement

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CIPD Foundation Award - Evaluating Learning and Development Activities

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CIPD Foundation Award - Implementing Coaching and Mentoring

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CIPD Foundation Award - Organising L&D Events

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CIPD Foundation Award - Supporting Collective and Social Learning

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CIPD Foundation Award - Using Technology to Facilitate Learning

# CIPD FOUNDATION AWARD - ASSESSING LEARNING AND DEVELOPMENT

## Course overview

You will learn how to undertake the assessment process in accordance to the best practice and you will understand the importance it has for the L&D activities.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental L&D knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- understand the principles and practice of assessment
- be able to plan and prepare for assessment
- be able to undertake a reliable, valid and fair assessment
- be able to give accurate, clear and constructive feedback on the outcomes of assessment



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - BECOMING AN EFFECTIVE L&D PRACTITIONER

## Course overview

The units focus on the knowledge, skills and behaviours required for work within the profession. You will be encouraged to reflect and understand the importance of a personal development plan and also of monitoring your development.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental L&D knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- understand the knowledge, skills and behaviours required of L&D practitioners
- be able to devise a plan to meet own learning and development needs
- be able to implement and review own learning and development plan



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - DELIVERING LEARNING AND DEVELOPMENT ACTIVITIES

## Course overview

The unit talks you through the stages involved in the delivery of the L&D activities; you will familiarise yourself with the various techniques, methods, resources and analyse them in order to be able to apply the most relevant ones into practice to best meet your learning objectives.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental L&D knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- prepare for delivery of an L&D activity
- create a positive learning environment
- use a range of training techniques, methods and resources to deliver an inclusive L&D activity, for a group of learners, which meets identified objectives
- specify the L&D activity in a recognised and useable format



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - DESIGNING LEARNING AND DEVELOPMENT ACTIVITIES

## Course overview

The unit will develop the relevant knowledge and skills which will enable you to effectively design L&D activities. You will learn how to examine the factors that might impact on the activity design and integrate this in the learning objectives.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental L&D knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- understand factors which inform the design of L&D activities
- know how to devise clear objectives for an L&D activity
- be able to design an inclusive L&D activity which address identified L&D objectives
- be able to specify the L&D activity in a recognised and useable format



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**



# CIPD FOUNDATION AWARD - ENHANCING LEARNER ENGAGEMENT

## Course overview

The units will provide you with a firm foundation for the latest researches related to learning engagement based on which you will be able to draw conclusions over the best strategies to enhance engagement in learning activities and you will be able to use these strategies within your L&D activities.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental L&D knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- understand factors which affect learner engagement
- understand how psychology and neuroscience can inform strategies to engage learners
- be able to select, apply and monitor strategies to enhance learner engagement



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - EVALUATING LEARNING AND DEVELOPMENT ACTIVITIES

## Course overview

The units will provide you with the relevant knowledge to undertake the evaluation process and also the unit will develop your analytical skills in order to choose the best approach.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental L&D knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- understand the purpose and practice of evaluating L&D activities
- be able to identify and collect information required to evaluate an L&D activity
- be able to analyse evaluation information and present findings and related recommendations



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - IMPLEMENTING COACHING AND MENTORING

## Course overview

The unit will equip you with a firm foundation on two essential development techniques- coaching and mentoring and you will understand how both add value to the organisation. You will learn how to explore different factors that might impact on the coaching and mentoring implementation and provide support for its implementation.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental L&D knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- understand the nature, purpose and practice of coaching
- understand the nature, purpose and practice of mentoring
- be able to use coaching and mentoring models and techniques to support individual learning
- know how to record coaching and mentoring activity



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - ORGANISING L&D EVENTS

## Course overview

The unit will provide you the skills and knowledge required to be effective in organising L&D events. You will learn about the stages involved in the process but you also understand the need to reflect and monitor your own customer service skills.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental L&D knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- understand factors to be considered when planning a learning and development event
- know how to promote a learning and development event
- be able to plan and co-ordinate a learning and development event
- be able to review and develop own customer service skills



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - SUPPORTING COLLECTIVE AND SOCIAL LEARNING

## Course overview

The unit will help you understand the impact the rapidly growing technology has on the collective and social learning. The focus is on how the technology has opened new ways to communicate and interact and how this means of interaction has become a medium for collective learning. You will develop the required skills to effectively use technology in collective and social learning.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental L&D knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- understand the concepts and evolving practices of collective and social learning
- be able to facilitate collective and social learning within an e-learning programme
- be able to use social media to support collective and social learning



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION AWARD - USING TECHNOLOGY TO FACILITATE LEARNING

## Course overview

The units provides a comprehensive learning on the effectiveness and impact of technology, which undeniably has become an essential component in L&D . You will develop your confidence and expertise on using this component in facilitating learning.

Our mixed-mode approach offers true flexibility giving you the opportunity to choose where, when and how you learn. This allows you to use work based evidence as well as the option to complete assignments. We support your development with one-to-one guidance tailored to your individual learning needs.

The qualification focuses on developing your fundamental L&D knowledge and skills, which will improve your effectiveness in the workplace.

## Key outcomes

On completion of this unit, learners will:

- understand different ways of using technology to facilitate learning
- know how to deliver a live online learning session
- understand and be able to create digital learning content



This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD CERTIFICATES AND DIPLOMAS

CIPD Foundation Certificate in HR Practice

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CIPD Foundation Diploma in HR Practice

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CIPD Foundation Diploma in L&D

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CIPD Intermediate Certificate in HR Management

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CIPD Intermediate Certificate in Learning and  
Development

# CIPD FOUNDATION CERTIFICATE IN HR PRACTICE

## Who is it for?

This qualification is suitable for anyone:

- aspiring to be in a key HR support role
- working in the field of HR in a support role and wanting to re-assess and develop your knowledge, skills and behaviours as an HR practitioner
- working in the field of HR and wishing to develop your understanding of organisations and the organisational context of HR
- interested in Continuing Professional Development (CPD) to enhance your professional practice and develop your career
- working in a management role and wishing to develop your people management skills

## What is it about?

The Foundation Certificate in Human Resource Practice has been designed to equip HR professionals or those aspiring to enter the field of HR with a broad understanding of the of the HR role. HR practitioners are required not only to understand their role within the business but also to understand the environment in which their business operates. Only then can they truly add value by demonstrating their HR skills and knowledge. The Human Resources Department is at the heart of all great businesses and this qualification provides the knowledge of the key areas that a professional working in this field would need.

CIPD Foundation qualifications provide a broad range of relevant and practical knowledge and skills, incorporating latest thinking, technology and practices. The qualifications are on the Qualifications and Credit Framework (QCF) at level 3 in England and the European Qualifications Framework (EQF) at level 4.

## Delivery

We specialise in flexible learning solutions tailored to your needs. The combination of elements can include workbooks, assignments, self-study, guided learning and evidence collation. You can select from three main delivery options:

- Workshops (active learning) - for candidates who prefer to participate in planned interactive sessions, have exposure to other learners and different organisational practices. They provide an ideal learning environment to facilitate practical activities, group discussion and networking opportunities. Workshops are scheduled on a regular basis.
- Bespoke - for candidates who prefer to have a personalised programme, combining 1-to-1 meetings, directed learning and developmental exercises with minimal time away from work.
- Distance learning - for candidates who prefer to work mainly by themselves with supported learning materials, and using our Virtual Learning Environment (VLE) where available, allowing individuals to work at their own pace with maximum flexibility.



# CIPD FOUNDATION CERTIFICATE IN HR PRACTICE

## Course structure

The Foundation Certificate in Human Resource Practice consists of 28 credits.

All 3 core units (10 credits) must be completed and the remaining units (18 credits) can be selected from the optional units listed below. A member of our experienced team will be happy to discuss the optional units with you in more depth to help you choose the right combination.

### Core units:

- **Developing yourself as an effective HR Practitioner 4DEP (4 credits)**  
The knowledge, skills and behaviours to be effective in an HR role and the importance of CPD
- **Understanding Organisations and the Role of HR 3HRC (4 credits)**  
How HR activities support an organisation's strategy and assist in the achievement of business objectives
- **Recording, Analysing and Using HR Information 3RAI (2 credits)**  
Understanding the important contribution that accurate data can make to the HR function

### Optional units:

- **Resourcing Talent 3RTO (6 credits)**  
Factors that impact on an organisation's resourcing and talent planning, and key knowledge and skills for recruitment and selection
- **Supporting Good Practice in Managing the Employment Relationship 3MER (6 credits)**  
The employment relationship, HR activity, good practice and legal requirements

- **Supporting Good Practice in Performance and Reward Management 3PRM (6 credits)**  
Motivational theory's link to performance, reward, and business objectives
- **Contributing to the process of Job Analysis 3CJA (3 credits)**  
Principles of job design and the various uses of job analysis
- **Supporting Change in Organisations 3SCO (3 credits)**  
Understanding the change process to support the organisation and its employees

**You can also choose a unit or units up to 6 credits from the Learning and Development Practice options below:**

- Identifying Learning and Development Needs 3LDN (3 credits)
- Designing Learning and Development Activities 3DES (6 credits)
- Delivering Learning and Development Activities 3DEL (6 credits)
- Evaluating Learning and Development Activities 3ELD (3 credits)
- Using Technology to Facilitate Learning 3TFL (6 credits)
- Enhancing Learner Engagement 3ELE (6 credits)
- Supporting Collective and Social Learning 3SCL (6 credits)
- Supporting Individual Learning through Coaching and Mentoring 3LCM (6 credits)
- Assessing Learning and Development 3ASL (6 credits)
- Organisation Learning and Development Events 3LDE (6 credits)

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION DIPLOMA IN HR PRACTICE

## Who is it for?

This qualification is suitable if you are aspiring to be in a key HR support role or you are already working in the field of HR but wish to re-assess and develop your knowledge, skills and behaviours. You may also be in a management or supervisory role and are wishing to develop your people management skills.

## What is it about?

The Foundation Diploma in Human Resource Practice has been designed to equip HR professionals or those aspiring to enter the field of HR with a broad understanding of the of the HR role. HR practitioners are required not only to understand their role within the business but also to understand the environment in which their business operates. Only then can they truly add value by demonstrating their HR skills and knowledge. The Human Resources Department is at the heart of all great businesses and this qualification provides the knowledge of the key areas that a professional working in this field would need:

- aspiring to be in a key HR support role
- working in the field of HR in a support role and wanting to re-assess and develop your knowledge, skills and behaviours as an HR practitioner
- working in the field of HR and wishing to develop your understanding of organisations and the organisational context of HR
- interested in Continuing Professional Development (CPD) to enhance your professional practice and develop your career
- in a management role and wishing to develop your people management skills

CIPD Foundation qualifications provide a broad range of relevant and practical knowledge and skills, incorporating latest thinking, technology and practices. The qualifications are on the Qualifications and Credit Framework (QCF) at level 3 in England and the European Qualifications Framework (EQF) at level 4.

## Delivery

We specialise in flexible learning solutions tailored to your needs. The combination of elements can include workbooks, assignments, self-study, guided learning and evidence collation. You can select from three main delivery options:

- Workshops (active learning) - for candidates who prefer to participate in planned interactive sessions, have exposure to other learners and different organisational practices. They provide an ideal learning environment to facilitate practical activities, group discussion and networking opportunities. Workshops are scheduled on a regular basis.
- Bespoke - for candidates who prefer to have a personalised programme, combining 1-to-1 meetings, directed learning and developmental exercises with minimal time away from work.
- Distance learning - for candidates who prefer to work mainly by themselves with supported learning materials, and using our Virtual Learning Environment (VLE) where available, allowing individuals to work at their own pace with maximum flexibility.

# CIPD FOUNDATION CERTIFICATE IN HR PRACTICE

## Course structure

The Foundation Diploma in Human Resource Practice consists of 37 credits.

All 3 core units (10 credits) must be completed and the remaining units (27 credits) can be selected from the optional units listed below. A member of our experienced team will be happy to discuss the optional units with you in more depth to help you choose the right combination.

### Core Units:

- **Developing yourself as an effective HR Practitioner 4DEP (4 credits)**  
The knowledge, skills and behaviours to be effective in an HR role and the importance of CPD
- **Understanding Organisations and the Role of HR 3HRC (4 credits)**  
How HR activities support an organisation's strategy and assist in the achievement of business objectives
- **Recording, Analysing and Using HR Information 3RAI (2 credits)**  
Understanding the important contribution that accurate data can make to the HR function

### Optional Units:

- **Resourcing Talent (3RTO - 6 credits)**  
Factors that impact on an organisation's resourcing and talent planning. Key knowledge and skills for recruitment and selection
- **Supporting Good Practice in Managing the Employment Relationship 3MER (6 credits)**  
The employment relationship, HR activity, good practice and legal requirements

- **Supporting Good Practice in Performance and Reward Management 3PRM (6 credits)**  
Motivational theory's link to performance, reward, and business objectives
- **Contributing to the process of Job Analysis 3CJA (3 credits)**  
Principles of job design and the various uses of job analysis
- **Supporting Change in Organisations 3SCO (3 credits)**  
Understanding the change process to support the organisation and its employees

**You can also choose a unit or units up to 6 credits from the Learning and Development Practice options below:**

- Identifying Learning and Development Needs 3LDN (3 credits)
- Designing Learning and Development Activities 3DES (6 credits)
- Delivering Learning and Development Activities 3DEL (6 credits)
- Evaluating Learning and Development Activities 3ELD (3 credits)
- Using Technology to Facilitate Learning 3TFL (6 credits)
- Enhancing Learner Engagement 3ELE (6 credits)
- Supporting Collective and Social Learning 3SCL (6 credits)
- Supporting Individual Learning through Coaching and Mentoring 3LCM (6 credits)
- Assessing Learning and Development 3ASL (6 credits)
- Organisation Learning and Development Events 3LDE (6 credits)

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD FOUNDATION DIPLOMA IN L&D

## Who is it for?

Our programme is ideal for anyone who wants to become a CIPD qualified L&D professional, but may be particularly beneficial if you aspire to move into an L&D role, want to keep your knowledge and skills up to date or to enhance and maintain your professional practice.

## What is it about?

The Learning and Development profession is changing due to major advances in our understanding of how people learn, new technologies, business strategies and the emergence of new roles for L&D practitioners.

These new qualifications have been designed to respond to these evolving demands and are suitable if you are:

- aspiring to be an L&D practitioner,
- working in the field of L&D and wanting to re-assess and develop your knowledge, skills and behaviours as an L&D practitioner,
- working in the field of L&D and wishing to develop your understanding of organisations and the organisational context of L&D,
- interested in CPD to enhance and maintain your professional practice.

CIPD Foundation qualifications provide a broad range of relevant and practical knowledge and skills, incorporating latest thinking, technology and practices. The qualifications are on the Qualifications and Credit Framework (QCF) at level 3 in England and the European Qualifications Framework (EQF) at level 4.

## Approach

Our unique approach combines learning elements with competency assessment and development activities to create a programme individually tailored to your objectives.

We work hard to ensure that you are mapped to the correct qualification and then work with you every step of the way to ensure that you achieve your continuing professional development needs. Consequently we consistently achieve outstanding quality assurance ratings from the CIPD.

## Delivery

We specialise in flexible learning solutions that are tailored to your needs. The combination of elements can include workbooks, assignments, self-study, guided learning and evidence collation.

You can select from three main delivery options:

- Workshops (active learning) - for candidates who prefer to participate in planned interactive sessions, have exposure to other learners and organisational practices. They provide an ideal learning environment to facilitate L&D interventions, practical activities, group discussion and networking opportunities. Workshops are scheduled on a regular basis.
- Bespoke - for candidates who prefer to have a personalised programme, combining 1-to-1 meetings, directed learning and developmental exercises with minimal time away from work.
- Distance learning - for candidates who prefer to work mainly by themselves with supported learning materials, using our Virtual Learning Environment (VLE) where available, allowing individuals to work at their own pace with maximum flexibility.

# CIPD FOUNDATION DIPLOMA IN L&D cont.

## Course structure

The Foundation Diploma in Learning and Development Practice consists of 38 credits.

All 6 core units (26 credits) must be completed and you must choose 2 optional units (12 credits) from the list below.

### Core units:

- **Becoming an effective L&D practitioner 3BEP (4 credits)**  
The knowledge, skills and behaviours to be effective in an L&D role and the importance of continuous professional development
- **L&D and the organisation 3LDO (4 credits)**  
The nature of the L&D function and how it supports the achievement of organisational objectives
- **Identifying L&D needs 3ILN (3 credits)**  
How L&D needs arise and why it is important to be aware of them
- **Designing L&D activities 3DES (6 credits)**  
The way that an inclusive L&D activity can be designed to address identified objectives
- **Delivering L&D activities 3DEL (6 credits)**  
Equips you with the knowledge and opportunity to prepare and deliver L&D activities
- **Evaluating L&D activities 3ELD (3 credits)**  
How to identify, collect and analyse information required to evaluate an L&D activity

### Optional units:

- **Using technology to facilitate learning 3TFL (6 credits)**  
The skills to be able to deliver an online session with engaging digital content
- **Enhancing learner engagement 3ELE (6 credits)**  
The factors affecting learner engagement and how the latest research informs strategies to engage learners
- **Supporting collective and social learning 3SCL (6 credits)**  
How to facilitate collective learning and social media to harness organisational and individual learning
- **Supporting individual learning through coaching and mentoring 3LCM (6 credits)**  
Shows you how you can use coaching and mentoring models and techniques to support learning
- **Assessing L&D 3ASL (6 credits)**  
Equips you with the skills to be able to make a reliable, valid and fair assessment
- **Organising L&D events 3LDE (6 credits)**  
Helps you to understand how to promote and co-ordinate a learning event

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE CERTIFICATE IN HR MANAGEMENT

## Who is it for?

The Intermediate Certificate in Human Resource Management is suitable if you are working in the field of HR and wishing to develop your understanding of the role of HR in the wider, organisational and environmental context.

You may also want to develop the knowledge and skills required to manage and co-ordinate the HR function or you may have responsibility for HR activities and decisions. Alternatively, you might be contracted as an employee or an independent consultant within HR. This particular qualification is also suitable for experienced managers with people management responsibility.

## What is it about?

The Intermediate Certificate in Human Resource Management has been designed to help HR practitioners develop an understanding of the wider organisational and environmental context. HR practitioners are required not only to understand their role within the business but also to understand the environment in which their business operates. Only then can they truly add value by demonstrating their HR skills and knowledge. The Human Resources department is at the heart of all great businesses and this qualification is ideal for those looking to enhance their ability to manage this function.

The CIPD Intermediate Certificate is ideal if you would like recognition by gaining a CIPD qualification and one or more of the following applies to you:

- You are working in the field of HR and wishing to develop your understanding of the role of HR in the wider, organisational and environmental context

- You want to develop the knowledge and skills required to manage and co-ordinate the HR function in contemporary organisations
- You are responsible for HR activities and decisions within an organisation
- You wish to develop the knowledge and skills required to manage and co-ordinate the HR function
- You are contracted as an employee or an independent consultant within HR
- You are interested in CPD to enhance and maintain your professional practice and membership.

## Delivery

We specialise in flexible learning solutions tailored to your needs. The combination of elements can include workbooks, assignments, self-study, guided learning and evidence collation. You can select from three main delivery options:

- Workshops (active learning) - for candidates who prefer to participate in planned interactive sessions, have exposure to other learners and different organisational practices. They provide an ideal learning environment to facilitate practical activities, group discussion and networking opportunities. Workshops are scheduled on a regular basis.
- Bespoke - for candidates who prefer to have a personalised programme, combining 1-to-1 meetings, directed learning and developmental exercises with minimal time away from work.
- Distance learning - for candidates who prefer to work mainly by themselves with supported learning materials, and using our Virtual Learning Environment (VLE) where available, allowing individuals to work at their own pace with maximum flexibility.

# CIPD INTERMEDIATE CERTIFICATE IN HR MANAGEMENT cont.

## Course structure

The Intermediate Certificate in Human Resource Management consists of 32 credits.

You must choose 3 from the 4 core units (14 credits) and the remaining units (18 credits) can be selected from the optional units listed below. A member of our experienced team will be happy to discuss the optional units with you in more depth to help you choose the right combination.

### Core units:

- **Developing Professional Practice 5DPP (4 credits)**  
Understanding of the knowledge, skills and behaviours required by human resources professionals
- **Business Issues and the Contexts of Human Resources 5BIC (6 credits)**  
Understand developments in the business and external contexts which HR operates
- **Using Information in Human Resources 5IHR (4 credits)**  
Present a viable and realistic case for improvement based on work-based research and good practice
- **Managing and Coordinating the HR Function 5MHR (6 credits)**  
HR's role in the management of the employment relationship

### Optional units:

- **Resourcing and Talent Planning 5RTP (6 credits)**  
Supporting sustained organisation performance through attracting, retaining and, managing employee departure
- **Reward Management 5RWM (6 credits)**  
The context that drives reward strategies and policies, including labour market, industrial, geographical and sector trends, in pay

- **Improving Organisational Performance 5IOP (6 credits)**  
Involving line managers in sustained organisational performance by creating a high-performance work organisation
- **Employee Engagement 5EEG (6 credits)**  
Components of employee engagement and how high levels of engagement can be secured and sustained within an organisation
- **Contemporary Developments in Employee Relations 5CER (6 credits)**  
Understand developments that influence the management of the employment relationship in organisations
- **Employment Law 5ELW (6 credits)**  
Introduce areas of employment legislation, the employment law system, and ways in which HR activities are subjected to regulation
- **Organisation Design: Implications for HR 5ODS (6 credits)**  
Understanding how to ensure that an organisation is designed to deliver sustainable organisation performance
- **Organisational Development: Implications for HR 5ODV (3 credits)**  
Exploring how to enable sustained organisation performance through the involvement of its people
- **HR Service Delivery 5HRS (3 credits)**  
Understand how different HR service delivery models contribute to facilitating and supporting sustained organisational performance
- **A Unit or Units from HRD (no more than 6 credits)**

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**

# CIPD INTERMEDIATE CERTIFICATE IN LEARNING AND DEVELOPMENT

## Who is it for?

This qualification is suitable for you if you wish to develop your understanding of the role of L&D in the wider, organisational and environmental context. You might be responsible for co-ordinating and managing the L&D function or responsible for L&D activities and decisions within an organisation.

Alternatively you may be contracted as an employee or an independent consultant within L&D. You may wish to complete this qualification for your own professional development.

## What is it about?

The Learning and Development spectrum is changing due to major advances in our understanding of how people learn, new technologies, business strategies and the emergence of new roles for L&D professionals. These new qualifications have been designed to respond to these evolving demands. They allow you to choose from a diverse range of subjects to tailor your role.

The CIPD Intermediate Diploma in Learning and Development is ideal if you would like recognition by gaining a CIPD qualification and one or more of the following applies to you:

- o working in the field of L&D and wishing to develop your understanding of the role of L&D in the wider, organisational and environmental context
- o wanting to develop the knowledge and skills required to manage and co-ordinate the L&D function in contemporary organisations
- o responsible for L&D activities and decisions within an organisation

- o wishing to develop the knowledge and skills required to manage and co-ordinate the L&D function
- o contracted as an employee or an independent consultant within L&D
- o interested in CPD to enhance and maintain your professional practice and membership.

This qualification is on the Qualifications and Credit Framework (QCF) at level 5 in England and the European Qualifications Framework (EQF) at level 5.

## Delivery

We specialise in flexible learning solutions tailored to your needs. The combination of elements can include workbooks, assignments, self-study, guided learning and evidence collation. You can select from three main delivery options:

- o Workshops (active learning) - for candidates who prefer to participate in planned interactive sessions, have exposure to other learners and different organisational practices. They provide an ideal learning environment to facilitate practical activities, group discussion and networking opportunities. Workshops are scheduled on a regular basis.
- o Bespoke - for candidates who prefer to have a personalised programme, combining 1-to-1 meetings, directed learning and developmental exercises with minimal time away from work.
- o Distance learning - for candidates who prefer to work mainly by themselves with supported learning materials, and using our Virtual Learning Environment (VLE) where available, allowing individuals to work at their own pace with maximum flexibility



# CIPD INTERMEDIATE CERTIFICATE IN LEARNING AND DEVELOPMENT cont.

## Course structure

The Intermediate Certificate in Learning and Development consists of 30 credits.

All 3 core units (18 credits) must be completed for and remaining credits (12) are made up from the optional units below.

### Core Units

- **Developing professional practice in L&D 5LDP (6 credits)**  
Helps you understand the knowledge, skills and behaviours required of an L&D professional.
- **Understanding the context of L&D 5CLD (6 credits)**  
Enables you to appreciate the key factors that influence the achievement of L&D objectives in varying organisations.
- **Using information, metrics and developing business cases for L&D 5DBC (6 credits)**  
Equips you with the skills to conduct research in an area of L&D

### Optional Units

- **Designing and developing digital and blended learning solutions 5DBS (6 credits)**  
How digital technologies are shaping blended learning solutions
- **Enhancing participant engagement in the learning process 5PEL (6 credits)**  
How you can use motivation and psychology to enhance engagement
- **Using facilitating skills 5UFS (6 credits)**  
The nature of facilitation models and the principles of using these techniques in a business context
- **Implementing coaching and mentoring 5ICM (6 credits)**  
How coaching and mentoring can support a range of organisational initiatives

- **Developing and using consultancy skills 5CNS (6 credits)**  
The common stages in the consultation process in an L&D context
- **Managing the L&D business function 5LBF (6 credits)**  
The evolving nature, purpose and business improvement activities of the L&D function
- **Managing L&D suppliers 5LDS (6 credits)**  
The skills to handle a procurement process within the context of L&D
- **Facilitating collective and social learning 5CSL (6 credits)**  
How technology has transformed the nature and shape of learning
- **Understanding organisational development 5UOD (6 credits)**  
A range of models of organisational development and their practical application in an L&D context
- **Understanding the role of L&D in talent development 5LTD (6 credits)**  
The role of the L&D function in attracting, developing and retaining talent
- **Developing leadership & management skills 5LMS (6 credits)**  
Different approaches to creating successful leadership and management programmes
- **Developing and delivering L&D solutions for international markets 5LDI (6 credits)**  
The concept of L&D in cross-cultural settings
- **Evaluating L&D in a knowledge economy 5ELD (6 credits)**  
The meaning, purpose, tools and techniques of evaluation within an L&D context

This course is delivered by our partner the Watson Martin Partnership.  
To find out more call **020 7932 2760**