

## CIPD PROGRAMMES – Frequently Asked Questions & Answers

**1. I have been told I need to have CIPD membership to get the job I'm looking for. What is CIPD?**

The Chartered Institute of Personnel and Development is the professional body for HR and L&D practitioners. CIPD's qualifications are nationally recognised and sought after qualifications which act as the benchmark for the industry. Many employers are now looking for their staff to have a CIPD recognised qualification. Attainment of a CIPD qualification will lead to Associate Membership of CIPD. CIPD membership is a requirement of any CIPD programme.

**2. I need to be a Chartered Member of CIPD to gain the job I want. Will my course give me this?**

As outlined above, a qualification will give you Associate Membership. Chartered Membership is assessed by your workplace experience. The Advanced Diploma in HRM will provide you with the knowledge element at Chartered Member level, but you must demonstrate the skills and knowledge required at that level based on your workplace experience.

**3. How long is the course?**

- Foundation 1 year
- Intermediate 1 year
- Advanced Diploma 2 years

Should someone leave at the end of the first year of the Advanced Diploma having passed all the units, they will receive an Advanced Certificate in HRM. **Please note that the Certificate is not sufficient to provide the knowledge element for Chartered Membership.**

#### 4. How often do I need to attend college?

This will depend on the course you decide to study.

Question	Response	
How often do I need to attend college?	Foundation Course	Classes take place every Monday evening from 6-9pm except during college holidays.
	Intermediate Course	Workshops are held approximately every 4 weeks. Alternating between a full day workshop (10-4pm) and a half-day workshop (9-1pm) except during college holidays.
	Advanced Course	Half-day workshops (9-1pm) approximately 8 per academic session in year 1 and 6 per academic session in year 2. Additional 1-1 meetings will be set up with your tutor as necessary.  The 2 exam based units are supplemented with a block of 8 exam preparation evening classes. One exam per academic year. Students will also need to attend the exam, which is held during the day.
Are the courses available as an evening class?	Foundation, Intermediate, Advanced Courses	Our foundation programme runs in the evening. Intermediate and Advanced are is daytime delivery (with the exception of the advanced exam preparation evening workshops explained above)
Are the courses delivered on a full or part-time basis?	Foundation, Intermediate, Advanced Courses	Part-Time  Most of our students work while studying for their qualification.
Which campus is the course delivered from?	Foundation, Intermediate, Advanced Courses	Alloa
Do I need to attend the classes/workshops?	Foundation Course Only	Yes. The weekly classes are compulsory.
	Intermediate/Advanced Courses Only	The workshops are not compulsory but students do find them beneficial; particularly with regard to their assignments. (Student success rate is higher when attending workshops).

#### Can you explain what a Blended Learning course is?

Blended Learning is a form of supported distance learning. On average, there are workshops about every 4 weeks. Learning materials to supplement independent study are provided through textbooks and online resources.

**5. When can I start?**

For each of our courses we have two entry points throughout the year. Information about these dates is available through the college website.

**6. I'm confused by the different levels available. How do I know which one is best for me?**

The CIPD programmes are designed to be appropriate at different stages of your career. Typically, the Foundation Certificate will appeal to people working at HR Administrator level or who wish to commence a career in HR. Equally, it will be suitable for people who have responsibility for staff in their current role.

When you start thinking about progressing to HR Officer/HR Adviser level you should be thinking about the Intermediate Programme and those working at a strategic level, HR Manager, Business Partner or Director should consider the Advanced qualification. As well as considering workplace experience, we will also consider the qualifications you already hold.

**If you are unsure of the most appropriate level for you, this can be discussed at the information session and interview. Please do not hesitate to apply; the level can be discussed during the information session.**

**7. What subjects are covered as part of the programme?**

Please refer to the specific programme information page on the website.

**8. How will I be assessed?**

<b>Foundation</b>	Continuous assessment through written and skills assessments appropriate to the unit.
<b>Intermediate</b>	Written assessments submitted electronically to the college
<b>Advanced</b>	The Advanced Programme comprises 8 units. 6 of these are assessed through a written submission at the end of the unit.  The remaining 2 units are assessed by nationally set exams.

**9. I have decided which course I want to do; how do I apply?**

The college application form is available online. This should be completed and submitted to us. Once we receive your application form you will be invited to an information session and informal 1-1 interview.

**10. What is included in my fees?**

Our fees include course textbooks, the workshops/classes, online resources and support of the unit tutors. **CIPD membership is not included in the course fees.**

Our fees are available on our website, but it should be noted that the **fees for the Advanced programme are charged on a year by year basis.**

**11. Can I pay for my fees in instalments?**

If you are self-funding it is possible to pay for your fees in instalments. We require a deposit of 30% on enrolment (please note the deposit is capped at £500) and a direct debit to be set up to cover the balance. CIPD students are able to pay the balance in instalments (over a period of 8 months for advanced and intermediate and over a period of 4 months for foundation).

**12. Is there any funding for the courses?**

Depending on your circumstances, it may be possible to apply for part-time grant for the intermediate programme. There may also be the opportunity to apply for ITA funding for the foundation programme.

There is no funding available for the Advanced programme. For further information please consult the respective websites:

ITA funding – [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) *(must be in place prior to the course start date)*

Part time fee grant – [www.saas.gov.uk](http://www.saas.gov.uk) *(must be in place within 3 months of the course start date)*

**13. What should I do if I have any more questions?**

Any other questions you may have can be answered at the information sessions and informal interviews that you will be invited to.

**14. How do I get invited to one of your information sessions?**

Please complete the application form online. This will initiate an invite to one of our regular information sessions. At these sessions you will have the opportunity to meet other potential students and staff, ask questions and have a 1-1 informal chat about the course and your application form. You are under no obligation by completing the application form.