



CIPD PROGRAMMES – Frequently Asked Questions & Answers

1. 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.

2. I have been told I need to have CIPD membership to get the job I'm looking for. Will my course give me this?

- **Foundation Certificate in People Practice** will lead to Foundation Membership of the CIPD
- **Associate Diploma in People Management** will lead to Associate Membership of the CIPD
- **Advanced Diploma in Strategic People Management** will also lead to Associate Membership. Upon successful completion of the Advanced Diploma, candidates with the relevant professional experience can apply for Chartered Membership. Chartered Membership is assessed by your workplace experience. The Advanced Diploma in Strategic People Management 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 level - Certificate in People Practice	1 year
Associate level – Diploma in People Management	1 year
Advanced level – Diploma in Strategic People Management	2 years

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 level	Classes take place every Tuesday evening from 6-9pm except during college holidays.
	Associate level	Workshops are held approximately every 3 weeks on a Wednesday and typically alternate between full day (10-4pm) and half day (9-12pm) sessions.
	Advanced level	Workshops are held approximately every 4 weeks on a Wednesday from 9-1pm (with the exception of 2 law classes which run full day 10-4pm). Over the course of each academic year there will be 9 workshops plus an induction in year 1.
Are the courses available as an evening class?	Foundation, Associate, Advanced levels	Our foundation programme runs in the evening. Associate and Advanced are daytime delivery
Are the courses delivered on a full or part-time basis?	Foundation, Associate, Advanced levels	Part-Time Most of our students work while studying for their qualification.
Which campus is the course delivered from?	Foundation, Associate, Advanced levels	Falkirk
Do I need to attend the classes/workshops?	Foundation level only	Yes. The weekly classes are compulsory.
	Associate/Advanced levels 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 3-4 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 level** 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 **Associate level** 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?

Foundation	Continuous assessment through written and skills assessments appropriate to the unit.
Associate	Written assessments submitted electronically to the college at the end of the each unit.
Advanced	Written assessments submitted electronically to the college at the end of the each unit.

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 associate 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 *(must be in place prior to the course start date)*

Part time fee grant – 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.