



# CIPD

Approved Centre

## CIPD Level 5 Associate Diploma in People Management

Call our expert CIPD Advisor on 083 017 7808  
or email: [professionalcourses@dorset.ie](mailto:professionalcourses@dorset.ie)

**Dorset**  
College **Dublin**

Educating since 1983



# Content

<b>Why CIPD?</b>	<b>3</b>
<b>Why take this course?</b>	<b>4</b>
<b>Get Qualified with Dorset College</b>	<b>5</b>
<b>Is this the course for you?</b>	<b>6</b>
<b>The modules you will study</b>	<b>7</b>
<b>Your CIPD Assessments &amp; Award</b>	<b>9</b>
<b>Career &amp; Progression Opportunities</b>	<b>10</b>
<b>Your Student Journey</b>	<b>11</b>



# Why CIPD?

## **CIPD qualifications are the international gold standard in Human Resources**

The Chartered Institute of Personnel and Development is the most prestigious and respected HR and L&D organisation in the world.

CIPD are the professional body for experts in people at work. For more than 100 years, they have been championing better work and working lives by setting professional standards for HR and people development, as well as driving positive change in the world of work.

## **CIPD's new qualifications set the international standard for people professionals.**

The new Profession Map sets the international benchmark for the people profession. You can use it to make better decisions, act with confidence, perform at your peak, and drive change in your organisation and progress in your career.

No matter who you are in the profession, whether you're a CIPD member or not, the new Profession Map is relevant to you" <https://peopleprofession.cipd.org/profession-map>



# Why take this course?

## **CIPD Members are the most in-demand Human Resource Professionals in the world.**

This CIPD Level 5 Associate Diploma in People Management is designed for those with some experience in human resources and who wish to progress to more senior roles within an organisation as a people professional. It will provide you with the skills needed to analyse, interpret and evaluate relevant information, concepts and ideas and apply them strategically to enhance the performance of your organisation.

### **The benefits of a CIPD qualification and membership:**

- CIPD Associate Membership gives you a level of professionalism that is internationally recognised
- When you are registered for this qualification, you then become a CIPD Student Member
- Students membership give you access to extensive resources and to online communities that enable you to connect to a large network of people professionals
- Strengthen your reputation at work and the connections with the people you work with
- Connect you to the latest developments in the world of work
- When you successfully complete your qualification, you will be awarded the **CIPD Associate Membership** and the designation “Assoc CIPD” after your name



# Get Qualified with Dorset College

**Dorset College is fully accredited by the Chartered Institute of Personnel & Development (CIPD).**

You will gain the knowledge to address and react to business needs, and actively influence the day-to-day people approach in your organisation. This qualification will also provide the opportunity for learners to transition to employment as people managers.

**We Provide:**

- 100% Live Online Classes
- Our tutors include those working as HR Managers, HR Business Partner, Head of HR Operations and legal specialists
- CIPD Professionals with wide ranging expertise and practical experience working at senior levels in major national and multinational organisations
- Online live interactive environment with expert teachers
- Team to support and guide you in achieving your goals

**Our expert team will extend and foster a deeper level of understanding and application that enables you to progress your expertise in people management.**



# Is this course for you?

Do you want to gain a qualification that will enable you to progress your career as a professional and gain the in-demand skills you need to build a rewarding and successful career in people management or in learning and development.

The course will not only focus on HR, but also its application within a wider business context, giving you as a HR Practitioner more credibility in today's work environment.

## **Ideal for people who are:**

- Have completed the Level 3 Foundation Certificate in People Practice.
- Aspiring to, or embarking on, a career in people practice management or learning and development.
- Working as a people practice manager or learning and development role.
- Line managers who are involved in HR without a specialist function.
- Mature Applicants with relevant life and work experience. (RPL)\*\*
- Hold a Degree in any discipline.

**For learners whose second language is English we recommend IELTS: 6.0 with min 5.5 in each category/TOEFL: 79 – min 17 in each category/ Cambridge Grade C or above, however, we are happy to review on an individual basis.**

# The modules you will study

For this programme you complete 7 Modules with a CIPD Professional live online.

## Three Core Units

1

### **5CO01: Organisational performance and Culture in Practice**

This module examines the connections between organisational structure and the wider world of work in a commercial context. It highlights the factors and trends, including the digital environment, that impact on business on business strategy and workforce planning, recognising the influence of culture, employee wellbeing and behaviour in delivering change and organisational performance.

2

### **5CO02: Evidence based practice**

The focus is on addressing the significance of capturing robust quantitative and qualitative evidence to inform meaningful insight to influence critical thinking. The analysis evidence through an ethical lens to improve decision-making and the impact it has on people practice and creating value.

3

### **5CO03: Professional behaviours and valuing people**

The module focuses on how applying core professional behaviours such as ethical practice, courage and inclusivity can build positive working relationships and support employee voice and wellbeing. It considers how developing and mastering new professional behaviours and practice can impact performance.

Contact our Course Advisor for further details: [Calendly.com/professionalcourses](https://calendly.com/professionalcourses)

[www.dorset.ie/professional](http://www.dorset.ie/professional) - [professionalcourses@dorset.ie](mailto:professionalcourses@dorset.ie)

## Three Specialist Units

### 1 5HR01: Employment Relationship Management

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

### 2 5HR02: Talent Management & Workforce Planning

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

### 3 5HR03: Reward for Performance and contribution

This module focuses on how the internal and external business factors influence reward strategies and policies, the financial drivers of the organisation and the impact of reward costs.

The role of people practice in supporting managers to make robust and professional reward judgements and the impact of rewarding performance.

## Plus One Additional Specialist Unit to choose from two below

### 5OS001: Specialist Employment Law

This module considers the key areas of employment legislation and its legal framework, focusing on how people professionals are obliged to take account of legal requirements in different jurisdictions when carrying out the varied aspect of their role.

### 5OS005: Diversity & Inclusion

The importance of promoting a diverse and inclusive workforce to drive positive culture and celebrate diversity and inclusion that will increase organisational performance as well as meeting the needs of employees and customers more effectively.

Transition arrangements are available to those who have successfully completed:  
(evidence to support this will be required)

Current Unit	Current Title	Equivalent unit in new Qualification
Successful completion of both units 5 DER/5CER	Contemporary Developments in Employment Relations	5HR001 Employment Relationship Management
Successful completion of both units 5RST/5RTP	Resourcing & Talent Planning	5HR002 Talent Management & Workforce Planning
Successful completion of both units 5RMT/5RW	Reward Management	5HR003 Reward for Performance and Contribution
Successful completion of both units 5EML/5ELW	Employment Law	5OS001 Specialist Employment Law

Contact our Course Advisor for further details: [Calendly.com/professionalcourses](https://calendly.com/professionalcourses)

# Your CIPD Assessments & Award

The assessments are 100% online

The assessments will evaluate the learner's attainment of knowledge, understanding and skills through real-life scenarios which are employer-driven and what learners may encounter in their current or future careers.

You will complete written assessments for each module that you study and this includes assessment questions, reports, presentations and tasks in data analysis. This will enable you to demonstrate the new knowledge you've gained and the skills you've mastered.

## How are they assessed?

- You will submit your assignments online through our Moodle VLE
- These are marked by our Internal Verifier/Moderator
- When all 7 Modules are successfully completed they are up-loaded onto the CIPD Portal for Moderation by Dorset College

Provisional results will be issued by Dorset College; however, the result that leads to the award of the CIPD Certificate will be confirmed and released after CIPD Moderation.

The qualification is not graded and learners will receive a **Pass or Fail**.

## The Award

- Level 7 CIPD Associate Diploma in Organisational Learning and Development (L5DOLD)
- The designation of **CIPD Membership** at Associate Level with: "Assoc. CIPD" after your name

Level 5 on the UK RFQ comparable with Level 7 on the Irish NFQ



# Career & Progression opportunities

A Career evening will be conducted by the Programme Leader to provide information and answer any questions you may have, on how you see your career progressing with CIPD Qualifications – the next steps...

## Career

The skills and expertise gained will enable you to work in roles including:

- HR Business Partner or Manager
- People Analyst
- Employee Relations Manager
- Diversity and Inclusion
- Resourcing Business Partner
- HR Shared Services
- Talent Manager
- Reward and benefits Manager

## Progression

Successful achievement of the Level 5 CIPD Associate Diploma in People Management (L5DPM) will allow progression onto the:

CIPD Level 7 Advanced Diploma in Strategic People Management **or**  
CIPD Level 7 Diploma in Strategic Learning and Development.



# Your Student Journey

Our CIPD Course Advisor will discuss the course and help you to choose the course that is right for you. You will be advised on how to proceed and submit any documents if required.

Once your application has been received, we will confirm your place on the course with details of the schedule and advise you with passwords on how to access some online areas in preparation for the course start.

We will discuss your payment plan and answer any questions you may have.

We will look forward to meeting you Online and helping you to get on a Career Path with excellent opportunities.

## CIPD Registration of Learners

At induction learners will be provided with full details on the **registration process and advised on the importance of being a CIPD student member** (see below) - access to extensive resources, online communities and connect to a large network of people professionals.

*You must be registered with CIPD as a student member for the duration of your course. If you are not an active member of CIPD they will be unable to moderate your assessments, provide you with a results or award your qualification.*