

# Associate Diploma in People Management

## Level 5 CIPD

Runshaw College is an approved Study Centre, offering CIPD qualifications. The CIPD is the professional body for experts in people at work. For more than 100 years, they've 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. With hubs in the UK, Ireland, Middle East and Asia, the CIPD is the career partner of choice for more than 150,000 members around the world. They are the only body in the world that can award Chartered status to individual HR and L&D professionals.

Our blended programme is delivered based on research, student feedback/experiences and encompasses the learning required at this level.

### Qualification

CIPD Associate Diploma in People Management

### Price

£1500

Learners will also need to become a member of The Chartered Institute of Personnel & Development (CIPD) and will need to pay the annual CIPD membership fee, currently £98 (price correct July 2021).

Please note that if you are joining or re-joining CIPD membership there is an administrative charge of £40 in addition to the membership fee.

### Awarding Body

The Chartered Institute of Personnel & Development (CIPD).

### Entry Requirements

All applicants must undertake a short telephone interview and have either completed a L3 CIPD qualification or have a degree level qualification (Level 5 or above).

### Programme Content

The Associate Diploma in People Management consists of seven units:

Core units:

- Organisational performance and culture in practice
- Evidence-based practice
- Professional behaviours and valuing people

Specialist units:

- Employment relationship management
- Talent management and workforce planning
- Reward for performance and contribution
- Specialist employment law

### Study Mode

A total of 420 learning hours will be required to successfully complete the course, of which 245 hours should be independent learning. On average it will take 11 months to complete the qualification.

### Where will I study

Runshaw College, Leyland Campus, Langdale Road, Leyland, PR25 3DQ

This course will be delivered through blended learning. This means a mix of online delivery and a small amount of classroom-based lessons, with social distancing measures in place. This is under regular review and any changes will be updated here.

### Money Matters

Depending on your circumstances, you may be eligible to apply for an Advanced Learner Loan to help part cover the cost of the course fees.

To find out more about financial support available to you please contact Student Services on 01772 643020 or visit the 'Money Matters' page on our website [www.runshaw.ac.uk](http://www.runshaw.ac.uk)

### Careers & Further Opportunities

On successful completion of this course you will be awarded a certificate by the Chartered Institute of Personnel & Development and become an Associate Membership of the CIPD.

### Progression Route

- CIPD Advanced qualifications
- Progression will be determined by your job role.

### How to Apply

For more information about the course, contact the Adult Admissions Office by emailing [justask@runshaw.ac.uk](mailto:justask@runshaw.ac.uk) or call 01772 642040. To apply online, please go to [www.runshaw.ac.uk/apply](http://www.runshaw.ac.uk/apply)

### Anything Else?

This information is correct at time of printing but may be subject to amendment and we reserve the right to cancel courses.

You will need access to a laptop or PC with video and microphone. Classes will be delivered mainly over MS Teams.

**RUNSHAW COLLEGE**

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