



Overview

The new Certificate in Learning and Development Practice (CLDP) provides a firm foundation in all the areas of learning and development. It will help you develop essential skills and give you the confidence to be more effective at work and add value to your HR or training function. It will help you develop practical, relevant skills and above all, will give you the confidence to be more effective at work. Successful students will receive the CIPD's Certificate in Learning and Development Practice and eligibility for Associate membership of the Institute. There are no formal entry qualification requirements. An interview with the Programme Leader will be required.

Studying for this CIPD qualification will provide you with the knowledge required for the new Associate professional level of CIPD membership. If you then have the relevant experience you can apply for a membership assessment (assessing your workplace activities and behaviours) and if successful you will be upgraded to Associate member of the CIPD.

To find out more about what it means to be an Associate member of the CIPD visit <http://www.cipd.co.uk/qualifications/choose/compare.htm> and choose 'Membership criteria'.

Format of the Programme

The programme is delivered at the International Business School, Thursday afternoon and evening 1-630. Two of the modules in February and March will be taught in a 2 day modular format (Friday and Saturday).

Certificate in Learning and Development Practice (CLDP) Programme Factsheet

Programme Content

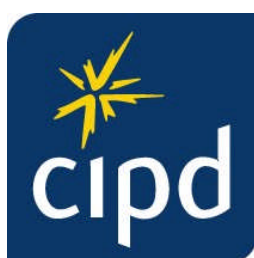
The programme is the equivalent level to NVQ/SVQ Level 3 and requires a completed total of 28 credits. You will be able to gain credits for completed units and the total number achieved will equate to an Award or Certificate. The units are either core or optional and these are as follows. The programme is delivered in 7 assessed modules:

- Developing yourself as an effective HR or L&D practitioner
- Understanding organisations and the role of HR
- Recording, analysing and using HR information
- Resourcing talent
- Undertaking a learning needs analysis
- Preparing and designing learning and development activities
- Delivering learning and development activities

Who should apply?

Aimed at aspiring and existing trainers and those looking for a strong grounding in L&D essentials, including those who:

- are aspiring to, or embarking on, a career in L&D
- are working in the field of L&D in a support role and wish to develop their knowledge and skills
- have responsibility for L&D activities and decisions within an organisation without a specialist function
- are contracted as employees or independent consultants within the field of L&D



What will I get out of it?

Studying the CLDP will provide you with the knowledge and skills required to deliver planned L&D activities, focusing on the importance of creating and maintaining a positive learning environment and the knowledge and skills required for the actual delivery of an activity or session. Including:

- Developing a sound understanding of the knowledge for a professional L&D practitioner.
- Understanding how L&D activities support an organisation's strategy and assist the achievement of business objectives and how these are shaped by internal and external factors.

Teaching

The teaching will be undertaken by a team of experienced tutors most of whom are CIPD qualified. They have extensive practical and classroom experience. A range of learning methods will be used; case studies, discussion groups, role plays. Students will have homework to complete between classes with peer and tutor support.



How to apply

Application forms are available from our website, or from:

CIPD Admissions Team
Isle of Man International Business School
The University Centre
Old Castletown Road
Douglas
Isle of Man IM2 1QB

T: +44 (0)1624 693717
E: j.breslin@ibs.ac.im

T: +44 (0) 1624 693739
E: c.mcollister@ibs.ac.im

F: +44 (0)1624 665095
W: www.ibs.ac.im

Assessment

There will be skills related assignments and written assignments relating to each module of the course and these are set by the CIPD. Students will need to attend 80% of the classes and maintain both a learning log and a future development plan. All work will be marked by the teaching team and will be made available to the CIPD for verification. A total of 280 study hours are required to successfully complete the CLPD of which 140 hours should be private study.

Pricing

The cost of the programme will be £2200 (+VAT). There will be additional charges for study texts and students must join the CIPD. Student members pay a special subsidised joining fee and benefit from CIPD professional and practical resources in study and work.



Further Information may be obtained from:

Andrea Scott, CIPD Programme Manager
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E: a.scott@ibs.ac.im



Isle of Man
**International
Business School**

Scoil Dells Eddyrashoonagh Vannin