



Isle of Man  
**International  
Business School**

Scoil Dhall Eddyrashoonagh Vannin

### Overview

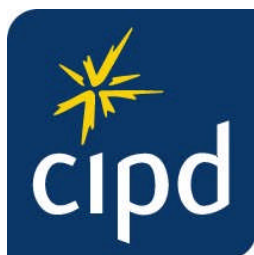
The new Certificate in Human Resource Practice (CHRP) provides a firm foundation in all the areas of HR. It will help you develop essential skills and give you the confidence to be more effective at work and add value to your HR or training function. It will help you develop practical, relevant skills and above all, will give you the confidence to be more effective at work. Successful students will receive the CIPD's Certificate in Human Resource 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 1pm - 6.30pm. Two of the modules in February and March will be taught in a 2 day modular format (Friday and Saturday).



## Certificate in Human Resource Practice (CHRP)

### 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
- Supporting good practice in Performance and reward management
- Undertaking a learning needs analysis
- Preparing and designing learning and development activities

#### Who is the CHRP qualification for?

- Those who are new to HR and people who are interested in a move into HR
- Those who are working in HR in a support role and wish to develop their knowledge and skills
- Line managers who are involved in HR and those who have responsibility for HR activities and decisions within an organisation without a specialist function
- HR staff who do not have sufficient qualifications to undertake CIPD intermediate or advance level qualifications



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### What will I get out of it?

- A sound understanding of the knowledge, skills and behaviour required of a professional HR practitioner, whether your role is generalist in nature or specialist
- An understanding of how HR activities support an organisation's strategy and assist the achievement of business objectives and how these are shaped by internal and external factors.
- Ability to analyse HR information and present findings to inform decision making.

### 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. You 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](mailto:j.breslin@ibs.ac.im)

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

F: +44 (0)1624 665095  
W: [www.ibs.ac.im](http://www.ibs.ac.im)

### How is it assessed?

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 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 CHRP of which 140 hours should be private study.

### How much does it cost?

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  
T: +44(0)1624 693737  
E: [a.scott@ibs.ac.im](mailto:a.scott@ibs.ac.im)



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