

## Overview

The new Certificate in Learning and Development Practice (CLDP) provides a firm foundation in all 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/Membership/transformingmembership/New-membership-criteria/about-new-Associate.htm>

## 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.

## Format of the Programme

The programme is delivered at the International Business School starting September 2011 until June 2012, Thursday afternoon and evening 12:30-6:00pm. Two of the modules in February and March will be taught in a 2 day modular format (Friday and Saturday).

*Please note: All CIPD Foundation programmes are subject to sufficient student recruitment.*

## Who is the CLDP Qualification for?

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.

## 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.

## 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 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 a Continuous Professional Development (CPD) 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 CLDP of which 140 hours should be private study.

## Units to study for CLPD:

### Developing Yourself as an effective human resources (HR) or learning and development (L&D) practitioner

This core unit is designed to enable the learner to develop a sound understanding of the knowledge, skills and behaviour required of a professional practitioner, whether their role is generalist in nature or specialist, for example L&D. It will enable learners to develop a personal development plan, following a self-assessment of learning and development needs.

### Understanding Organisations and the role of HR

This core unit provides an introduction to the role of HR and L&D within an organisation and the environmental context. The unit explores 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.

### Recording, Analysing and Using Human Resources Information

This core unit develops an understanding of the important contribution that accurate data can make to the HR or L&D function. Legal implications, interpretation and analysing data are included.

### Undertaking a Learning Needs Analysis (3LNA)

This unit provides a practical understanding of how a learning needs analysis can form the basis for recommending learning solutions. The unit enables students to recognise the various methods and models available that assist in identifying gaps between the skills and knowledge of the workforce and organisation objectives. Following the identification of the need then suitable learning solutions, for both individuals and teams, will be explored.

### Resourcing Talent

This unit provides an introduction to the resourcing and talent planning process. The key stages of recruitment and selection are identified as are the benefits to the organisation of attracting and retaining a diverse workforce. Knowledge of job descriptions, contributing to job advertisements, short listing and conducting interviews are included. Students will cover key legislation pertaining to recruitment and selection and they will also learn more about good practice in employee induction and retention.

### Preparing and Designing Learning and Development Activities

This unit provides learners with the knowledge and skills needed to prepare and design effective learning and development activities. The unit includes some of the key educational theories and concepts that underpin the learning design process. The main emphasis is on the skill of designing a session or programme based on sound educational design principles. This unit will enable learners to understand how the learning needs that have been identified and analysed then inform the design process.

### Delivering Learning and Development Activities

This unit will provide the knowledge and skills required to deliver planned L&D activities. These may include one-to-one, small group and large group sessions. The main focus of this unit will be 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.



### 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 much does it cost?

The cost of the programme will be £2200 and payment can be by three instalments, due in September, January and May. 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)

