



COMMONWEALTH  
TELECOMMUNICATIONS  
ORGANISATION

# Chartered Institute of Personnel and Development

## LEVEL 5 ASSOCIATE DIPLOMA IN PEOPLE MANAGEMENT



## INTRODUCTION

The Commonwealth Telecommunications Organisation (CTO) is mandated to build the human capacity of the Commonwealth by raising awareness and providing training on all aspects of information and communication technologies (ICT). The goal is to create and enable an ICT ecosystem to empower governments, organisations and citizens of the commonwealth to be able to use the ICTs for socio-economic development in keeping with the United Nations sustainable development goals.

The CTO understands that people are central to the effective adoption of ICT and regards the work of the Chartered Institute of Personnel and Development (CIPD) in people development, as being complementary to its mandate. The CTO is therefore pleased to offer the **CIPD's LEVEL 5 ASSOCIATE DIPLOMA IN PEOPLE MANAGEMENT** exclusively to its members at a discounted rate.

## THE CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT

The Chartered Institute of Personnel and Development (CIPD) is the professional body for human resources (HR) and people development. For more than 100 years, the CIPD has 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.

In 2018, the CIPD in collaboration with a wide range of experts working at the heart of the profession launched a CIPD profession Map for setting the international benchmark for the people profession. The Map provides a strong foundation to give people professionals the confidence and capabilities to guide their decision-making, actions, and behaviours.

The CIPD Level 5 Associate Diploma in People Management is based on the CIPD Profession Map.



## COURSE OVERVIEW

The CIPD Level 5 Associate Diploma in People Management qualification is designed for learners aged 18 and over who want to learn about people practice or Learning & Development practice. The course provides the perfect platform to further develop an HR career at management level. It will develop the ability to evaluate effectiveness of different HR models and practices and help increase understanding of external factors that impact on HR and organisational development. Those that undertake the course, will develop competent planning, analytical and problem-solving capabilities.

## WHY ENROL FOR THE COURSE?

- **Flexible timetable, online classes**
- **Variety of assessment methods and experiential learning**
- **Flexible payment plan**
- **Cost effective – 50% discount introductory fee**



## BENEFITS OF CIPD MEMBERSHIP

- Internationally recognised qualification and membership.
- Gain credits that give access to the CIPD Level 7 Advanced Diploma in Strategic People Management or the CIPD Level 7 Diploma in Strategic Learning and Development.
- Pathway to gaining entry to Middlesex University's MA in Human Resource Management.
- Free access to more than 1000 webinars and events throughout the year.
- Access to the CIPD online Learning Hub that enables you to access cutting-edge learning and tools to give you a greater impact professionally.
- Access to Covid-19 hub for essential factsheets on workplace changes.
- Become part of a wider community.
- Increase employability and widen your job prospects.

## CIPD MEMBERSHIP CATEGORIES

### Student Membership

Studying for a qualification and becoming a CIPD Student Member can put the participant on the path to professional recognition. Dedication to learning and development will help them to stand out in a competitive jobs market. All learners are expected to become CIPD student members at the start of their qualification and remain in membership for the duration of their studies. This will give them access to diverse range of high quality resources that will support you through your studies.



## CIPD MEMBERSHIP CATEGORIES

### Associate Membership

Successful completion of an Associate Diploma or Advanced Diploma will result in Associate Membership of the CIPD, and the use of the designation “Associate CIPD” (Assoc CIPD). In addition, Associate Members who hold an Advanced Diploma are eligible to upgrade to Chartered Member or Chartered Fellow, depending on their experience.

## Target Audience

- **BGCSE or A-Levels aspiring a career in people management**
- **HR practitioners in people practice role seeking to enhance their knowledge and skills**
- **Employees working towards working in a people manager role**
- **Postgraduates with non-HR background**



## COURSE SPECIFICATION

Qualification Level	Number of Credits	Learning Activities	Assessment Tools
Associate Diploma Level 5	42	<ul style="list-style-type: none"> <li>- Case Studies</li> <li>- Individual exercises</li> <li>- Digital presentations</li> <li>- Short answer tasks</li> <li>- Completion of course work</li> </ul>	<ul style="list-style-type: none"> <li>- CIPD Set assignments</li> <li>- Business Reports</li> <li>- Essays</li> </ul>

## COURSE DELIVERY

Mode of Delivery	Mode of Learning	Duration
Online	Self Paced	<ul style="list-style-type: none"> <li>- 200 hrs Self study</li> <li>- 50 hrs worth of activities</li> <li>- 175 hrs guided learning hours</li> </ul>

## ASSESSMENT CRITERIA

Grade	Description
Pass	<ul style="list-style-type: none"> <li>- Demonstrate competency in all modules</li> <li>- Must meet all assessment criteria</li> </ul>
Fail	<ul style="list-style-type: none"> <li>- Demonstrate incompetency in all modules</li> <li>- Failure to meet all assessment criteria</li> </ul>

## COURSE STRUCTURE

Module Code	Module Name	Credit Value	Guided Learning Hours
<b>Three Core Units</b>			
5CO01	Organisational Performance and Culture in Practice	7	30
5CO02	Evidence-based Practice	6	25
5CO03	Professional Behaviours and Valuing People	5	20
<b>Three Specialist Units</b>			
5HR01	Employment Relationship Management	6	25
5HR02	Talent Management and Workforce Planning	6	25
5HR03	Reward for Performance and Contribution	6	25
<b>Plus One Additional Specialist Unit To Choose From</b>			
5OS02	Advances in Digital Learning and Development	6	25
5OS03	Learning and Development Essentials	6	25
5OS04	People Management in an International Context	6	25
5OS06	Leadership and Management Development	6	25



## COURSE SCHEDULE

Timelines	Module Code	Module Name
Week 1	5CO03	- Induction
Week 2 - 6	5CO03	- Professional Behaviours and Valuing People
Week 7 - 12	5CO02	- Evidence Based Practice
Week 13 - 19	5CO01	- Organisational Performance and Culture in Practice
Week 20 - 25	5HR02	- Talent Management and Workforce Planning
Week 26 - 31	5HR03	- Reward for Performance and Contribution
Week 32 - 37	5HR01	- Employment Relationship Management
Week 38 - 50		- Optional Unit

## COURSE PRICING

Category	Course Fee	Discount	Total Course Fee	Payment Plan
Discounted price - exclusive to CTO members	£3,995	50% (Introductory discount for Sept 2022)	£1,995	<b>Deposit</b> £997.50 <b>Instalment Options</b> £332.50 – 3 Months £166.25 – 6 Months
Standard price	£3,995	0%	£3,995	<b>Deposit</b> £ 1997.50 <b>Instalment Options</b> £665.83 – 3 Months £332.91 – 6 Months

## TO ENROL FOR THE COURSE CONTACT:

### Capacity Development and Training team at:

Letang Kekwaletswe: Letang.Kekwaletswe@cto.int  
James Akwe: James.Akwe@cto.int

Or call

**Tel:** +44 208 600 3800

**Fax:** +44 208 600 3819

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