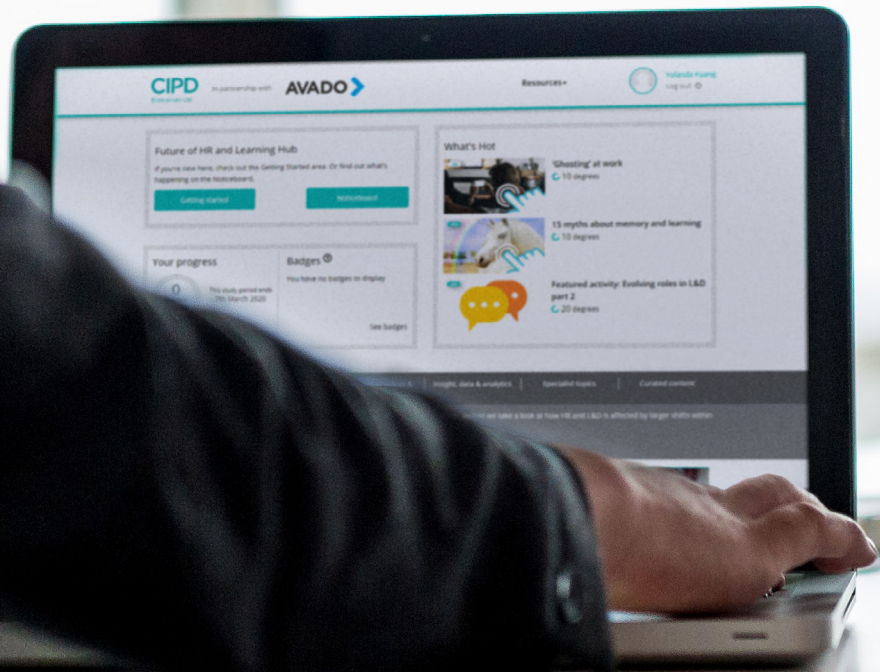


CIPD
Enterprises Ltd

In partnership with

AVADO 

AWARD-WINNING QUALIFICATIONS TO BOOST YOUR CAREER



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OUR UNIQUE APPROACH



STUDY WITH THE ONLY ONLINE LEARNING PARTNER OF CIPD ENTERPRISES

We've been training professionals for over 26 years – learning is what we do. By constantly testing new approaches we've developed a unique recipe which carefully combines:

AWARD-WINNING LEARNING DESIGN

With clear learning objectives in mind we help you to be curious, to choose topics to explore more deeply, to apply your learning at work and to learn by doing.

COLLABORATIVE LEARNING

Learn with others in ways which encourage collaboration and make learning more likely to stick. With support from our community team every step of the way.

HAND-PICKED EXPERTS

Be inspired by our experts who bring real world experience as well as the very latest thinking and business examples.

TECHNOLOGY THAT LEARNS

Benefit from experiences that are built for mobile and constantly enhanced with the data and feedback we capture throughout the learning journey.



CIPD ENTERPRISES IN PARTNERSHIP WITH AVADO



The CIPD is the leading professional accrediting body for HR and Learning; they offer you a pathway to getting internationally recognised qualifications in Human Resources.

CIPD Enterprises has exclusively partnered with AVADO to create inspiring learning experiences that deliver lasting impact and are all about your success.

By gaining your CIPD qualification with us, you will have exclusive access to the latest thinking from the experts at the CIPD, delivered entirely online through our award-winning Virtual Learning Campus.



Best Training Partnership 2016



Best Online Distance Learning
Programme 2016 - Silver



“This 100% online approach gives you the best of social and collaborative learning, internationalised context, and cutting-edge content written by thought leading practitioners. Together we are developing the leading HR and Learning professionals of the future - come and join us!”

Gill White, Director of Knowledge and Capability



CHOOSE THE RIGHT LEVEL FOR YOU



CIPD LEVEL 3 - FOUNDATION CERTIFICATE IN HUMAN RESOURCES PRACTICE

This qualification is designed to support career development in HR by providing a foundation to build on and an introduction to the knowledge and capabilities needed by today's HR professionals. It is right for you if you are new to HR and/or working at a support level.

Expected Completion: **9 months**

Leads to Associate Membership

Become a: **HR Assistant**

Potential salary: **£23,000***

CIPD LEVEL 3 - FOUNDATION DIPLOMA IN HUMAN RESOURCES PRACTICE

The CIPD Foundation Diploma is an internationally recognised qualification, relevant and applicable to those new to the field and existing HR professionals operating in all sectors and organisations. It is right for you if you want to study the full range of topics at this level.

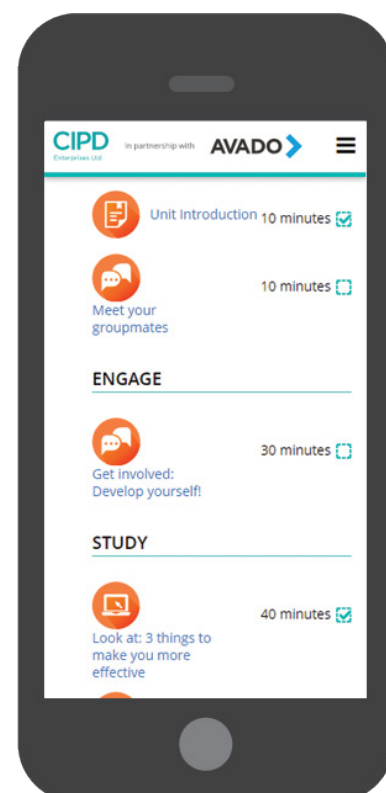
Expected Completion: **12 months**

Leads to Associate Membership

Become a: **HR Officer**

Potential salary: **£32,500***

* salary based on TotalJobs Salary Checker, August 2019



CIPD LEVEL 5 - INTERMEDIATE CERTIFICATE IN HUMAN RESOURCES MANAGEMENT

The Intermediate Certificate will build your career in HR management. You'll gain a deeper understanding of the HR function and the challenges and skills you'll face within the HR industry. It is right for you if you are an aspiring or existing HR Manager and/or have studied the CIPD Level 3 Certificate in HR Practice.

Expected Completion: 11 Months

Leads to Associate Membership

Become a: [HR Business Partner](#)

Potential Salary: [£42,500*](#)

CIPD LEVEL 5 - INTERMEDIATE DIPLOMA IN HUMAN RESOURCES MANAGEMENT

The Diploma will help you to progress within HR Management roles. The CIPD Level 5 Intermediate Diploma in HR Management qualification will provide you with comprehensive knowledge of HR Management with units to help you develop your knowledge on leadership and management and employee engagement.

Expected Completion: 14 Months

Leads to Associate Membership

Become a: [HR Manager](#)

Potential Salary: [£52,500*](#)

* salary based on TotalJobs Salary Checker, August 2019



CIPD LEVEL 3 FOUNDATION CERTIFICATE IN HR PRACTICE



UNIT 1

UNDERSTANDING ORGANISATIONS AND THE ROLE OF HR

Learn how HR activities support an organisation's strategy and assist the achievement of business objectives. Learn about the importance of organisational context and how internal and external factors shape HR activities.

UNIT 2

DEVELOPING YOURSELF AS AN EFFECTIVE HR PRACTITIONER

Discover the knowledge and skills you need to work in HR and learn how to deliver timely and effective HR services to meet users' needs, while planning your own personal development.

UNIT 3

RESOURCING TALENT

Learn about the factors that impact on an organisation's resourcing and talent planning activities. This includes everything from attracting 'talent' to recruitment, selection, induction and importantly, retention.



UNIT 4

RECORDING, ANALYSING AND USING HR INFORMATION

Develop your understanding of the important contribution that accurate data makes to the HR function. The unit encompasses a range of data management including topics HR planning, recruitment and selection, performance and reward management, absence management, disciplinary and grievance procedures and electronic record management.

UNIT 5

SUPPORTING GOOD PRACTICE IN PERFORMANCE AND REWARD MANAGEMENT

Learn how HR activities support an organisation's strategy and assist the achievement of business objectives. Learn about the importance of organisational context and how internal and external factors shape HR activities

UNIT 6

SUPPORTING GOOD PRACTICE IN MANAGING EMPLOYMENT RELATIONSHIPS

Understanding and effectively managing the employment relationship effectively is a key part of the role of the HR practitioner. Understand what constitutes good practice and gain an introduction to employment law within the context of employee relations.

ASSESSMENTS

This certificate is achieved by continuous assessment - at the end of each unit you will have an assessment to complete. Your assignment is graded by your tutor and you receive personalised feedback. There are different types of assessment tailored to the content of the unit.

COURSE ENTRY REQUIREMENT

- A qualification to at least Level 2 (for example GCSE or international equivalent) is essential and experience working in an HR role is beneficial
- A minimum IELTS 5.5 is required for non-native English speakers
- You must be over the age of 18
- You must become a student member of the CIPD to take your assessments



CIPD LEVEL 3 FOUNDATION DIPLOMA IN HR PRACTICE



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UNIT 7

DELIVERING LEARNING AND DEVELOPMENT ACTIVITIES

Be able to prepare a learning and development activity for delivery. Be able to create a positive learning environment. It is a skills based unit and you will be able to use a range of techniques, methods and resources to deliver an inclusive learning & development activity for a group of learners, which meets identified objectives.

UNIT 8

SUPPORTING CHANGE WITHIN ORGANISATIONS

Understand why organisations need to change and how change affects organisations. Understand the key factors involved in the change process and different approaches to managing change. Understand the impact of change on employees and the role of HR.

ASSESSMENTS

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CIPD LEVEL 5 INTERMEDIATE CERTIFICATE IN HR MANAGEMENT



UNIT 1

DEVELOPING PROFESSIONAL PRACTICE

Gain a better understanding of the role of the HR professional and what skills are required to work within the sector; learn about conflict resolution and how to create your own personal development plan.

UNIT 2

BUSINESS ISSUES AND THE CONTEXT OF HR

Learn how to use data to measure business performance; gain a full understanding of the job market; and identify possible obstacles and risks to the organisation.

UNIT 3

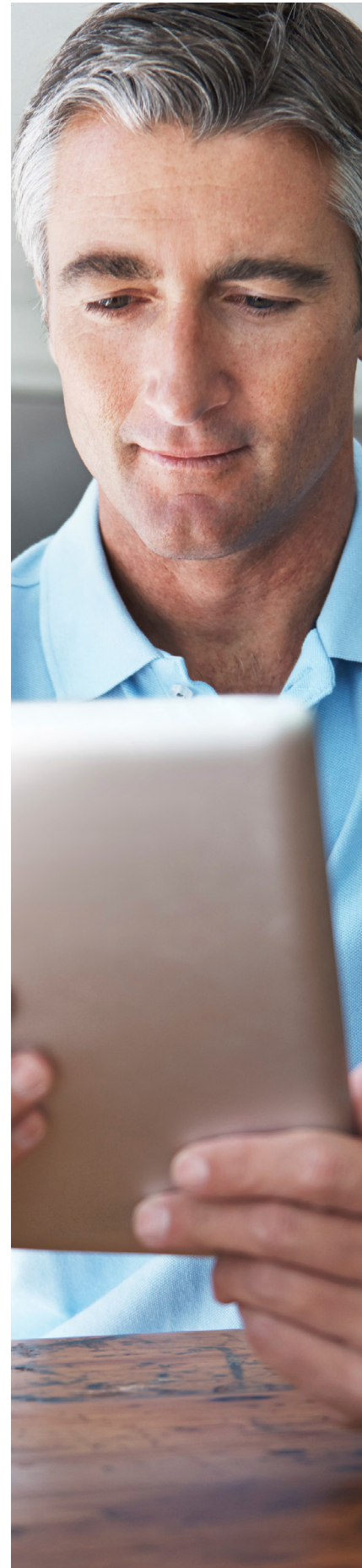
RESOURCING AND TALENT PLANNING

Learn how to strategize for labour supply and the levels of available talent; be able to create a system for succession planning and appraisals; gain a deeper understanding of recruitment and selection, as well as employee retention plans and reward strategies.

UNIT 4

USING INFORMATION IN HR

Be able to use quantitative and qualitative research methodologies to analyse and interpret business trends; and present cost-benefit and resource analysis data to different stakeholders.



UNIT 5

MANAGING AND COORDINATING THE HUMAN RESOURCES FUNCTION

Gain insight in to the key objectives of HR departments in contemporary organisations. Different ways of delivering HR objectives and emerging developments in the management of the employment relationship are explored; as well as the methods that can be used to demonstrate that HR adds value for organisations.

UNIT 6

EMPLOYMENT LAW

Gain a deeper understanding of social justice in the workplace, the employment tribunal system, contracts of employment; learn how to manage redundancy and disciplinary hearings as well as unfair and constructive dismissal.

ASSESSMENTS

This certificate is achieved by continuous assessment - at the end of each unit you will have an assessment to complete. Your assignment is graded by your tutor and you receive personalised feedback. There are different types of assessment tailored to the content of the unit.

COURSE ENTRY REQUIREMENT

- An existing CIPD Level 3 Foundation qualification, or a relevant Level 3 (or higher) qualification plus sufficient experience in an HR role is essential
- A minimum IELTS 6.5 is required for non-native English speakers
- You must be over the age of 18
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CIPD LEVEL 5 INTERMEDIATE DIPLOMA IN HUMAN RESOURCES MANAGEMENT



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UNIT 7

DEVELOPING LEADERSHIP AND MANAGEMENT SKILLS

Understand the differences between leadership and management with key roles of corporate leaders and managers, leadership & management development interventions and development function. Learn how to ensure the ownership and success of leadership and management development programmes.

UNIT 8

EMPLOYEE ENGAGEMENT

You will gain an insight into the concepts and components needed for employee engagement. Understand engagement contribution and positive business outcomes. Learn the principles and applications of high performance working (HPW) and how to raise employee engagement levels using HR strategies and practices.

ASSESSMENTS

This certificate is achieved by continuous assessment - at the end of each unit you will have an assessment to complete. Your assignment is graded by your tutor and you receive personalised feedback. There are different types of assessment tailored to the content of the unit

COURSE ENTRY REQUIREMENT

- An existing CIPD Level 3 Foundation qualification, or a relevant Level 3 (or higher) qualification plus sufficient experience in an HR role is essential
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- You must be over the age of 18
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HOW YOU STUDY



Your online certificate is divided up into six-eight units- each unit typically takes between 4-8 weeks to study with an assessment conveniently completed online at the end of the final week.

We use a brain friendly methodology to enhance your understanding and embed the learning. You are given in built progress tracking to show what you need to achieve and a weekly structure that takes you through four stages of learning:



ENGAGE - each week begins with an engaging activity designed to introduce you to the topic and bring it to life.



STUDY - half of your week involves a concentrated study period of reading activities. This is punctuated with engaging scenarios and questions to test your grasp of the material.



ACTIVATE - progress from acquiring knowledge to developing a skill. Activities can include industry research, interviewing your colleagues, or evaluating professional material.



REFLECT - here you can contextualise your learning to your own career and workplace by keeping a blog that you can share with your tutor for feedback.



YOUR VIRTUAL LEARNING CAMPUS (VLC)

You will have access to all the resources you need to complete your course on our award-winning Virtual Learning Campus. Interact with other students, attend live classes, access course materials and contact your tutor, all through an easy to use platform accessible on any device.



Learn anytime, anywhere with a platform designed “mobile first” for the ultimate flexibility



Engaging content like videos, infographics, and case studies bring the subject matter to life

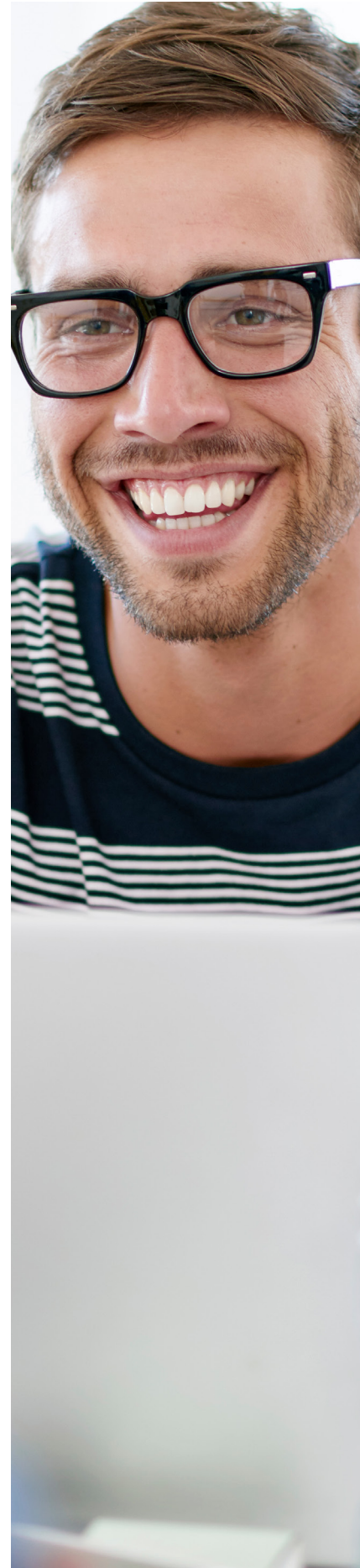


Live, collaborative, classes keep you motivated and connected with your tutor and peers



Practical tests throughout cement knowledge and allow us to personalise your study

Don't just take our word for it: Learning Technologies were so impressed with the quality of the VLC that they awarded us Best Online Distance Learning Programme - Silver 2016.



TUTORS

We believe who you learn with can make all the difference. That's why we hand-pick the best teachers to inspire, motivate and support you on your course.

Throughout your course your personal Tutor will evaluate your progress and supply feedback. This is so they can offer proactive support to keep you on track and check your understanding.



**Hayley
Montgomery**

Hayley has over 10 years' industry experience in HR, L&D and Resource & Talent Management. Her teaching and lecturing experience spans 12 years and includes leading CIPD Level 3 and 5 qualifications in an FE setting.

"The flexible access to excellent study resources, continuous support and guidance is invaluable. As a tutor I help shape the learner journey."



Les Curzon

Les has over 20 years' experience in education plus a further 20 years in the banking sector. He is an Associate CIPD member, holds a PGCE and various other teaching qualifications.

"My role as an online tutor is to support the learner to develop and gain the qualification plus inspire a desire to continue life-long learning."



**Vanesa
Serafini**

Vanesa has been an HR and People Development Practitioner for 15 years in the UK and abroad. Passionate about self-development Vanesa holds an LLB and is now studying an LLM. She has been tutoring since 2014.

"Sharing knowledge and experience with others is the most rewarding role I have ever had."



Richard Kirby

Richard has over 15 years teaching experience in the adult and further education sector, delivering HR, business skills, ICT and employability skills. He is one of our CIPD Level 3 Tutors.

"Online learning is a fantastic way to develop and learn new and valuable skills. I enjoy seeing our students achieve their potential."



Grant Ward

Grant is an Associate member of the CIPD and a qualified teacher, with over 8 years tutoring experience. He has industry experience and is currently a Trustee of several local charities.

"AVADO courses provide you with the knowledge you need to help improve your professional practice."

YOU CAN CONTACT YOUR TUTOR IN SEVERAL WAYS - THROUGH THE ONLINE CAMPUS, VIDEO CONFERENCE, PHONE OR EMAIL.

TUTOR SUPPORT SESSIONS

Your personal tutor builds the support sessions around questions that you and your cohort post on the online forums, so the sessions are always relevant, engaging and tailored to your needs.

In the virtual classroom we offer interactive features like a chat-box, poll questions and a white board so you can interact with your peers and tutor.

These sessions are recorded and kept online with the slides so that you can catch up in your own time and refer to them when you need.



YOUR ONLINE JOURNEY



AFFORDABLE, INCLUSIVE PRICES



Level 3 Certificate

Level 5 Certificate

Level 3 Diploma

Level 5 Diploma

We include everything you need so there are no hidden extra costs. The only thing you need in addition is your CIPD membership.

YOUR COURSE PRICE INCLUDES:

- VAT
- 24-hour access to your online campus
- Dedicated tutor support by phone, email and online
- Free NUS student discount card

SELF-FUNDING

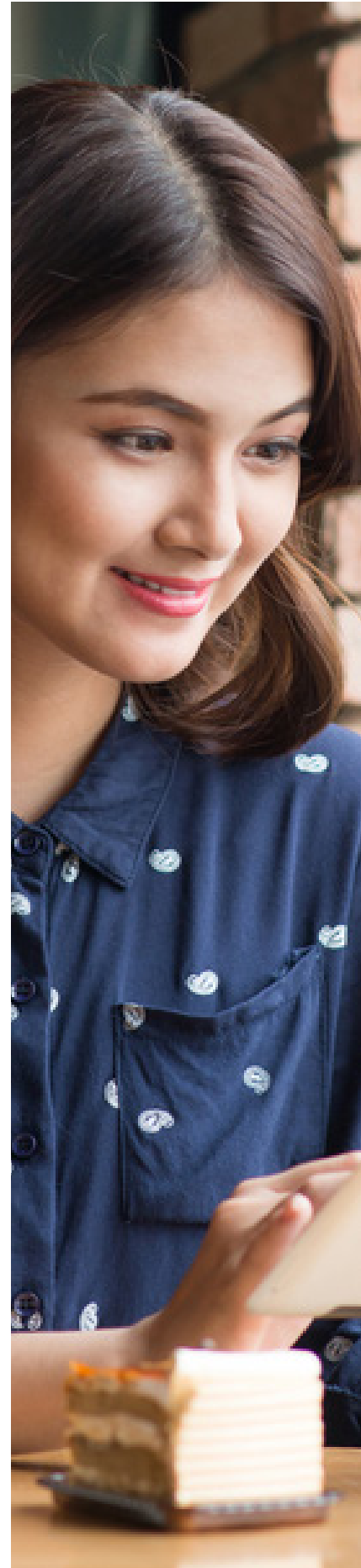
AVADO Learning is one of the only distance learning providers to offer more than 12 month payment plans. We want to make life easier for you whilst you are learning and wherever possible we package together everything you need for your course.

Self-funding options:

- Either pay in full, or in two or three instalments, interest free
- Spread the cost over 12 monthly payments, interest-free*
- 18-48 month payment plans available, with a competitive APR**

* Representative example for CIPD Foundation Certificate in HR Practice: Loan £1,734.00 over 12 months with 12 monthly payments of £141.50. The total amount repayable will be £1,875.00 which includes a deposit of £141.00. [Click here](#) for more representative examples and for full terms and conditions.

** Exact package varies by course. All credit agreements are subject to you enrolling on a qualifying course with AVADO. Any offer of credit will be subject to your age, status and a credit check. Any Credit Agreement you enter into is provided by Omni Capital Retail Finance, and is governed by their Terms and Conditions. AVADO is a broker on behalf of Omni Capital Retail Finance only.



COMPANY FUNDING

Employers are increasingly investing in employee training and development to enhance performance in the workplace. With distance learning, employers know you will be able to study flexibly, around work commitments.

Employer funding options:

- Talk to our Course Advisors, who will give you the materials to pass on to your employer
- Prepare for your conversation with your employer using our guidance
- Alternatively, let us do the work for you and talk to your employer directly. Get in touch today to find out how you can get help for your company



“I’m in a completely different place to where I was a year ago so it has definitely been worth it. The qualification has helped me get a job, negotiate my pay and now change my role. Plus, it will definitely improve my prospects in the future.”

Sarah Jordan, HR Advisor

GIVE US A CALL - WE’D LIKE TO HELP

Whether you know the course you want to do and want to get started right away, or you just want to have a chat with one of our experienced, helpful Course Advisors, **all you need to do is give us a call free on 020 3911 3400.**

We are open weekdays 9am-7pm and Saturdays 10am-5pm.

