

CITY HR ACADEMY PROGRAMME DETAILS



Introduction

The City HR Academy was launched in 2009 to provide CIPD qualification training leading to the new professional level of CIPD Associate membership (Assoc.CIPD). Our objective is to establish a local and flexible CIPD qualifications programme for City and Canary Wharf staff, which required less time away from the office or time spent in travelling to an academic centre. City HR has appointed MOL to deliver this on our behalf. It should be noted that MOL is the CIPD's preferred national supplier for flexible learning, and they have a long history of delivering outstanding results in this respect.

This leaflet has been designed to provide an overview of our programme to prospective delegates and their employers, and incorporates the changes to the syllabus as announced by the CIPD in April 2010.

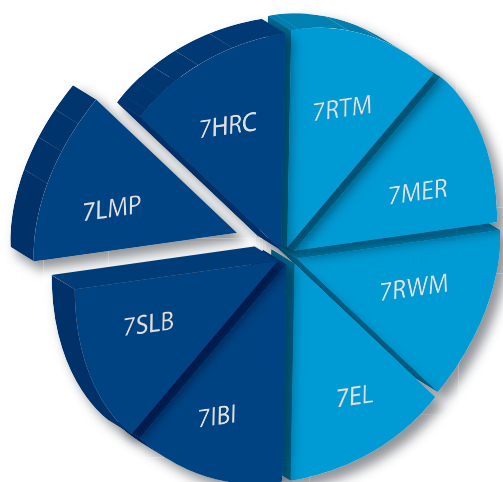
Programme Overview

The programme is the new CIPD Advanced level qualification which offers an Advanced Certificate or Diploma in HRM. The programme will take approximately two years to complete, and MOL will deliver this programme in discrete modules. Individuals will undertake a combination of locally delivered workshops and Action Learning sets which will take place approximately once a month, between 2.30/3 pm and 9 pm.

At certain times throughout the programme there will be an induction module for each programme area, and this will be of one day's duration between 09.30 and 16.30. Outside of the workshops, learners will be supported by learner-centred support from MOL's practitioner facilitators (by telephone, email and fax) and comprehensive learning materials and tools including CD Roms, workbooks and an on-line learning resource (Virtual Learning Environment VLE).

Programme Content

In order to successfully complete the new advanced level qualification, learners will need to complete the following fields of study.



Key			
7HRC	Human Resource Management in Context	7RTM	Resourcing and Talent Management
7LMP	Leading, Managing and Developing People	7MER	Managing Employee Relations
7SBL	Developing Skills for Business Leadership	7RWM	Reward Management
7BI	Investigating a Business Issue from an HR Perspective	7EL	Employment Law

A more detailed outline of the course content can be viewed on the reverse of this handout.

Training Venues

Learners will be required to attend the programmes at training venues within the Square Mile and Canary Wharf. These will be high quality venues offering excellent facilities, with easy access and on-site refreshments.

The scheduling of the programmes will depend on the number and location of our learners. It is our proposal to deliver part of the programme in the City and the remainder in Canary Wharf with learners needing to attend all sessions. High numbers in both locations is likely to result in a separate programme being delivered at each location.

Unique Aspects of the City HR Academy

In addition to locally facilitated sessions, it is planned that the City HR Academy, under the auspices of MOL, will offer further programme enhancements:-

- Learner Mentoring, including access to a past or current MOL learner with experience of this learning method
- Free individual membership of the City HR Association and optional participation on our best practice group to facilitate enhanced knowledge sharing, networking and practical application of HR strategies, policies and initiatives

There are two to three workshops per optional module .

Whilst the previous CIPD qualification was assessed by 9 CIPD National examinations this new programme will now involve 2 National examinations specifically for the modules 7HRC Human Resources in Context and 7LMP Leading and Managing People only, with the remaining modules assessed by a combination of internal assessment strategies.

Fees

MOL has set up a bespoke programme for the City HR Association, which is open to member and non-member firms. These fees have been discounted to reflect that this is a group scheme, and that City HR facilitates much of the operational support work.

The course fees are:

Year 1

CIPD Advanced Certificate in Human Resource Management £4700

Year 2

CIPD Advanced Diploma in Human Resource Management £4250

Plus exam fees where applicable which are currently £52 per paper. Course fees do not include CIPD membership which is the responsibility of the individual and is a mandatory requirement for studying on this programme.

For company funded students

Programme fees will be invoiced to the sponsoring company before the start of the programme. Please see the literature 'MOL Programme Fees and Instalment Schedule' for further details.

For self-funded learners

An initial payment is required upon completion of your application form. Please see the literature 'MOL Programme Fees and Instalment Schedule' for further details.

Please note that all fees are payable to MOL direct (not City HR) and that these include all workshop events, all flexible learning course materials, facilitator support and workshop refreshments.

MOL programme fees are not liable for VAT at the present time.

Programme structure and learning outcomes

MOL's programme has been designed in such a way that it delivers the CIPD Advanced Certificate in HRM in one year, with the CIPD Advanced Diploma in HRM being achieved in the second year.

The model below depicts how this is achieved.



The content of each of these modules is described in the next column.

Is the City HR Academy right for everyone?

It is highly suited to learners who wish to acquire the appropriate CIPD advanced level qualifications at Level 7. However, some learners may prefer to commence their professional development at a foundation level. Other more highly experienced practitioners might prefer the Professional Assessment of Competence route.

Please do not hesitate to contact to contact the City HR Association, MOL or the CIPD Membership Department to discuss the right route for personal success.

For further details

Please contact:

Andrea Eccles, Director, City HR on
020 7670 1934 or
andreaeccles@cityhr.co.uk

MOL Client Support team on
0303 333 1463 or
enquiries@mol-openlearning.co.uk.

Module Content

7LMP Leading, Managing and Developing People

To enable learners to:

- Develop knowledge and understanding of employment matters
- Manage others fairly and effectively
- Debate the major aims of the HR function
- Provide a high standard of professional ethics

7SBL Developing Skills for Business Leadership

To assist learners to:

- Manage themselves in relation to others
- Develop proficiency in interpreting and communicating information
- Improve problem solving skills
- Study effectively at post graduate level

7RTM Resourcing and Talent Management

To enable learners to understand:

- The resourcing context
- Resourcing and talent management strategies
- Resource planning and related activities
- Organisational information
- Legislative compliance

7LTD Learning and Talent Development

To enable learners to:

- Develop strategies for achieving current and future effectiveness
- Define potential and appropriate strategies
- Initiate, develop and implement strategies
- Diagnose and manage responses to problems
- Assess the role and influence the politics of policy and practice
- Act ethically and professionally

7IBI Investigating a Business Issue from an HR perspective

To equip learners to:

- Acquire the skills to investigate and diagnose business issues
- Make practical and actionable recommendations
- Develop academic research skills
- Present a persuasive business report

7MER Managing Employee Relations

To enable learners to understand:

- Theories and perspectives
- Local, national and global contexts
- Roles and functions of different parties
- Design and implementation of policies and practices
- Discipline, grievance, dismissal and redundancy
- Impact of employee relations on policy and practice

7RWM Reward Management

To enable learners to understand:

- Relationships between the environment, strategy and systems of reward
- Conceptual and theoretical approaches
- Design of internally consistent reward structure to meet constraints
- Critical evaluation of key issues
- Executive and expatriate rewards in an international context

7HRC Human Resource Management in Context

To enable learners to:

- Identify major internal and external contexts
- Review, evaluate and generate reasoned responses
- Create and deliver effective HR solutions