

CITY HR ACADEMY - PROGRAMME DETAILS

Introduction

In 2007, the City HR Association and CIPD conducted a joint survey to identify the support that HR practitioners would welcome from our organisations. A key outcome was the introduction of a local and flexible CIPD qualification programme for City and Canary Wharf Staff, which required less time away from the office or time spent in travelling to an academic centre.

The City HR Academy is being launched to provide CIPD qualification training leading to Graduate Membership of the CIPD. 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.

Programme Overview

The programme is the CIPD's Professional Development Scheme and follows a modular format. It is a post graduate level qualification and is viewed as a benchmark of knowledge and competence. The programme will take approximately two-and-a-half years to complete, and MOL will deliver this programme in three modules:-

Module	Field	Key Dates
Module 1	People Management and Development (incorporating Applied Personnel & Development which will run alongside subsequent fields at no extra cost) - Exam	September 2009 to May 2010 May 2010
Module 2*	Leadership and Management - Exam (Part 1) - Exam (Part 2)	June 2010 to May 2011 November 2010 May 2011
Module 3*	Generalist Electives - Exams (Resourcing/Learning and Development) - Exams (Employee Relations and Reward)	June 2011 November 2011 April 2012

* The sequence of these subsequent modules will depend on demand
Electives are shown as a sample out of 8 choices

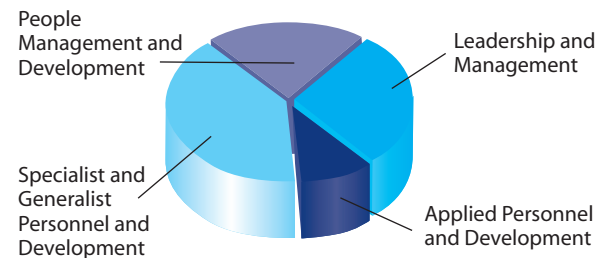
Individuals will undertake a combination of locally delivered workshops which will take place approximately once a month, between 3 pm and 9 pm, with a blended flexible learning programme.

Outside of the workshops, students will be supported by learner-centred support from tutors (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).

The programme commences with two full induction days, which are essential.

Programme Content

In order to successfully complete the Professional Development Scheme, leading to Graduate Membership of the CIPD, students will need to complete the following fields of study, which are incorporated in the modules outlined above:-



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

Training Venues

Delegates will be required to attend the programmes at training venues: within the square mile and Canada Square (Canary Wharf). They 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 students. It is our proposal to deliver part of the programme in the City and the remainder in Canary Wharf with delegates 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 tutored sessions, it is planned that the City HR Academy, under the auspices of MOL, will offer:-

- A 'Masterclass' on key topics of the syllabus, delivered by top City experts
- Student Mentoring, including access to a past or current MOL student 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

PROGRAMME CONTENT

Module 1 – People Management and Development

- 2 x 1 day introductory workshops including
 - structure of the programme
 - role of the Tutor
 - analytical techniques
 - Applied Personnel and Development
- 5 workshop sessions covering
 - Employee Resourcing
 - Individual and Organisational Learning
 - Employee Relations
 - Employee Reward
- 2 Exam Preparation Sessions
- One-to-one tutorial on
 - Applying course theory to own organisation
 - Assignment and Course Support

This will be followed by :

Leadership and Management

- Introductory workshop
- 8 workshop sessions covering
 - Managing for results
 - Managing in a strategic business
 - Managing Information for Competitive Advantage (Systems, Finance and Statistics)
 - Managing and Leading People
- Exam Preparation

Electives

- Delegates will choose four electives out of eight offered by MOL and subject to demand.

The choice of electives and those often chosen by HR generalists and specialists is shown in the table below.

Modules	Generalist	Specialist		
		Development	Resourcing	Relations
People Resourcing	o		o	o
Learning & Development	o	o		
Employee Relations	o			o
Employee Reward	o		o	o
Managing Organisational Learning & Knowledge		o		
Managing the Training & Development Function		o		
Management Development		o	o	
Employment Law			o	o

- There are two to three workshops per elective, with the exception of Employment Law which requires more workshops and takes longer to complete

Further Details

For more details on the programme and electives, please see the CIPD MOL Flexible Learning + brochure. Alternatively, please call the MOL Client Support team on 0303 333 1463 quoting 'City HR Academy Enquiry'.

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 much of the operational support work is facilitated by City HR.

The course fees are £ 2750 per module plus exam fees which are currently £50 per paper. This price does not include CIPD membership which is the responsibility of the individual.

For company funded students

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

For self-funded students

An initial payment is required upon application. 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, tutor support and workshop refreshments.

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

Is the City HR Academy right for everyone?

It is highly suited to delegates who are relatively new to HR and wish to acquire the right qualifications. However, some students may prefer to commence their professional development at the certificate stage. Other more highly experienced practitioners might prefer the Professional Assessment of Competence Route.

Please do not hesitate 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 quoting 'City HR Academy Enquiry' or enquiries@mol-openlearning.co.uk.