

**CHARTERED INSTITUTE OF PERSONNEL AND
DEVELOPMENT [CIPD-UK] PROGRAMMES**



CERTIFICATE IN PERSONNEL PRACTICE [CPP] PROGRAMME
CERTIFICATE IN TRAINING PRACTICE [CTP] PROGRAMME

Certificate in Training Practice (CTP)

Successful completion of the CPP/CTP leads to Associate membership of the CIPD. To achieve this, you'll need to join the CIPD at the start of your course.

The Certificate in Training Practice (CTP) will provide you with your first step towards a successful career in training. It covers the skills required by proficient trainers such as training officers, training advisers and line managers. It's a level 3 qualification that's based on the CIPD's support-level Professional Standards.

Who is it for?

The CTP is for training administrators, officers and advisers who want to build and develop their career in training and development. It's also valuable for line managers, consultants and independent trainers who want to gain a recognised qualification.

What will I learn?

On completion of the CTP, you'll be able to:

- Recognise the key issues that impact on the planning and delivery of training programmes
- Identify and prioritise learning needs
- Design and deliver effective training and assessment programmes
- Effectively evaluate training within your organisation
- Progress to the CIPD's Certificate in Business Awareness and Advanced Professional Study (CBAAPS) and/or the Professional Development Scheme (PDS). The PDS is a postgraduate-level qualification that leads to Graduate membership of the CIPD.

Why choose a CIPD qualification?

With over 130,000 members throughout the UK and Ireland, the CIPD is the leading professional body in the field of personnel, training and development. CIPD membership and qualifications are widely acknowledged to enhance career development and job prospects. They're internationally recognised as a benchmark for professionalism and are a requirement for many personnel and development roles. They've been designed to help you develop the skills and knowledge you need to advance your career.

What does it cover?

The CTP incorporates the following four modules:

- Training in context
- Identifying and prioritising learning needs
- Designing training and assessment
- Delivering and evaluating training.

For detailed information on each module, visit www.cipd.co.uk/professionalstandards

How is it assessed?

The CTP is a competence-based qualification that requires you to complete:

- four work-based or work-related assignments (one for each module) – two written (1,500–2,000 words) and two skills-based
- a work-based project (3,000–3,500 words)
- a Continuing Professional Development (CPD) record and plan.

How long will it take?

A total of 240 study hours + 60 tutorial hours is required to successfully complete the CTP, of which 120 hours should be private study. On average, it will take you nine months to complete the CTP.

Certificate in Personnel Practice (CPP)

The Certificate in Personnel Practice (CPP) is designed to introduce you to a wide range of practical skills required by today's line managers, personnel officers, personnel assistants, and team leaders. It's a level 3 qualification that's based on the CIPD's support-level Professional Standards.

Who is it for?

The CPP is for personnel assistants, administrators and officers who support key aspects of the personnel function within their organisation. It's also valuable for line managers, supervisors and team leaders who want to gain a recognised qualification.

What will I learn?

- Demonstrate a wide range of practical skills used in the personnel function
- Show awareness of the key issues that impact on the personnel function
- Understand the wider context of the personnel function
- Progress to the CIPD's Certificate in Business Awareness and Advanced Professional Study (CBAAPS) and/or the Professional Development scheme (PDS). The PDS is a postgraduate-level qualification that leads to Graduate membership of the CIPD.

What does it cover?

The CPP incorporates the following four modules:

- Human resource plans and organisational context
- Recruitment and selection
- Training and development
- Performance management and employee relations.

For detailed information on each module, visit www.cipd.co.uk/professionalstandards

How is it assessed?

The CPP is a competence-based qualification that requires you to complete:

- four work-based or work-related assignments (one for each module) – two written (1,500–2,000 words) and two skills-based
- a work-based project (3,000–3,500 words)
- a Continuing Professional Development (CPD) record and plan.

How long will it take?

A total of 240 study hours + 60 tutorial hours is required to successfully complete the CPP, of which 120 hours should be private study. On average, it will take you nine months to complete the CPP.

Registration Form

Leadership and Management Learning Center Chartered Institute of Personnel and Development [CIPD-UK] programmes

- Certificate in Personnel Practice [CPP] programme
 Certificate in Training Practice [CTP] programme

Company sponsored Self financed

Personal information

Name _____
First Middle Last
Nationality _____ CPR Number _____ Gender: Male Female
Address _____
Mobile _____ Home Tel: _____ email: _____

Employment information

Organisation name _____ Position _____
Experience _____ Address _____
Office Tel: _____ Fax: _____
HR/Training Manager's name _____ Contact number _____

Registration fees: BD. 25/- [non-refundable]

Schedule: 5 consecutive days in a month
Timings: Morning groups: 8.00 a.m. to 1.00 p.m.
Evening groups: 3.00 p.m. to 8.00 p.m.
Programme fees: BD. 1,550/- inclusive of tuition fees, course book, CIPD membership, etc.

Admission Criteria

- ❖ Pass in English language ability assessment [programme specific], and panel interview.
- ❖ Work experience in the relevant field.

Certification

To be eligible for certification, candidates should comply with the following:

- ❖ A minimum of 80% attendance of the total sessions.
- ❖ Completion of formative assignments.
- ❖ Submission of four summative assignments and project proposal on time.
- ❖ Completion of Learning Log and Continuing Professional Development [CPD] Plan
- ❖ Completion of programme portfolio.
- ❖ Obtaining a minimum of Pass grade in all four assignments and work-based project.

- ❖ Candidates are expected to complete the programme within the stipulated time schedule [i.e. a maximum of nine months].

I hereby accept the above terms and conditions

Signature of applicant _____ Date _____

Signature of sponsor/ guardian _____ Date _____
Company stamp if company sponsored_