

**Are you interested in a career in Human Resources?**

## **Intermediate Certificate in Human Resource Management Level 5**

**Delivered in association with Darlington College**

- ✓ CIPD Accredited
- ✓ Enhance your CV with a globally recognised Human Resource qualification
- ✓ 25 days including group training, one to one support, independent portfolio building and continued supported learning as required
- ✓ Enhanced Learning Credits can be used

### **Attend this course to learn how to:**

- ◆ Develop your professional practice
- ◆ Understand business issues and contexts of Human Resources
- ◆ Use information within Human Resources efficiently
- ◆ Understand Employment Law and Employee Engagement

## **Who is the course for?**

The course is suitable for Service Leavers who are:

- ◆ Looking to develop a career in HR management or development and want to study a recognised qualification
- ◆ Who need to understand the role of HR in the wider organisational and environmental context
- ◆ Seeking to progress and further develop their professional HR knowledge after studying a CIPD Level 3 Foundation qualification
- ◆ Aspiring to become a professional member of the CIPD, as an Associate member.
- ◆ Candidates should have good written, numerical and verbal communication skills to at least level 2



## **Employment Opportunities**

This qualification is highly regarded by employers in public and private sectors around the world and can lead to higher level business and management qualifications. Many employers demand this qualification for their HR professionals.

There are considerable employment opportunities for those who hold a Human Resource qualification in a wide variety of industries including Construction, Energy and Renewables, Transport and Logistics, Retail and Telecommunications.



# Programme Structure

This is an **intensive** 5 week course which is built up of group tuition, one to one tutorials, presentations, written assignments and portfolio building.

Significant out of hours work will be required, which you may want to keep in mind reference Service Accommodation. During the course you will be given 5 assessments to complete, some of which will require work during and after the formal training is complete.

**Within this 25 day period you will be required to take part in the following elements:**

**Module 1 (Weeks 1 and 2):**  
Developing Professional Practice, Using Information in HR, Business Issues and Contexts of HR.

**Module 2 (Weeks 3 and 4):**  
Developing Professional Practice, Employment Law, Employee Engagement.

**Module 3 (Week 5):**  
Personal Tutorials In Employee Relations.

## What support will I receive?

This course is delivered by specialist tutors in the field of Human Resources and the different specialisms in this qualification i.e. Law

- ♦ Human Resource and Management reference books are provided for you to utilise when you are in the centre
- ♦ An onsite Information and Resource Centre is available for study (shared facility)
- ♦ One to One tuition
- ♦ Registration with CIPD will give you access to the CIPD portal

## Further Study

You can add to your knowledge by completing additional units at any time through an external provider of your choice. The CIPD website, [www.cipd.co.uk](http://www.cipd.co.uk) provides advice and guidance on further study.

## Course Fees and How to Fund



The course is Non-Contract Funded and therefore Service leavers are required to fund the course before attendance.

Five week course: £2,384.67 paid to CTP

CIPD Membership: £190 paid direct to CIPD

Enhanced Learning Credits can be used as part payment for this course; for advice on funding please speak to your Service Resettlement Advisor.

The cost of the course is to be **paid direct** to the Course Booking & Information Centre in advance as soon as possible after course booking or your place maybe re-allocated. Payment is to be made by credit/debit card over the phone.

**To book your place  
on this course, contact us today**

**02894 456200 | Mil (9491) 56200 | [CourseBookings@ctp.org.uk](mailto:CourseBookings@ctp.org.uk)**