

CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT (CIPD)

FOUNDATION Level 3 QUALIFICATIONS

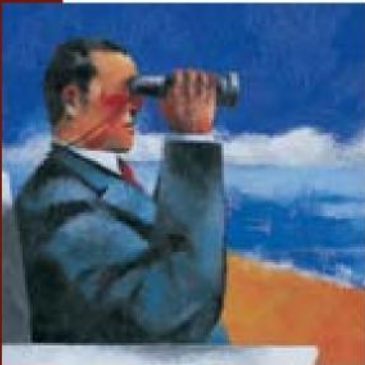
Certificate (+ Diploma) in HR Practice

Certificate (+ Diploma) in L&D Practice

WHAT IS THE CIPD?

The Chartered Institute of Personnel and Development (CIPD) is the professional body for all those involved in the management and development of people. Currently there are more than 135,000 individual members, and achieving a qualification from the CIPD is now seen as a fundamental requirement for professionals in the fields of HR/HRP/HRM/HRD. Many organizations now view the CIPD Foundation Programmes as the “International HR Passport”.

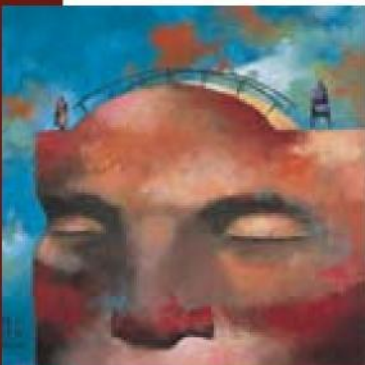
WHY STUDY WITH OAKWOOD?



For over 15 years our clients have benefited from Oakwood's experience of delivering these professional qualifications to their employees, thereby adding real value to their businesses as a whole. We have produced a powerful and focused qualification that delivers global best practice sympathetically coupled with local knowledge and culture.

Oakwood International has been successfully delivering CIPD Qualifications in the UAE (Dubai and Abu Dhabi), Bahrain, Muscat (Oman), Qatar (Doha), Libya, The Kingdom of Saudi Arabia (Riyadh and Jeddah) and Eastern Europe (Bulgaria and Croatia) for over 10 years.

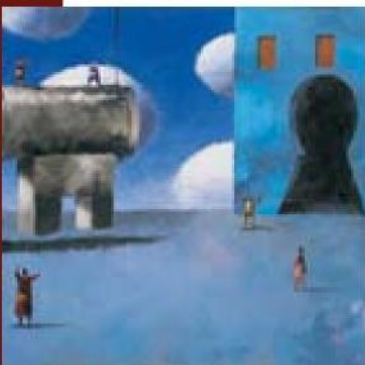
Oakwood has a strong reputation for student support, coupled with many happy clients in the UK and worldwide. **Oakwood is the world's largest provider of CIPD Foundation Programmes outside the UK.**



- ◆ All Oakwood Associates have more than 10 years experience in Management & HR in the UK and Internationally.
- ◆ All Trainers are accredited CIPD Members.
- ◆ We believe in high quality and excellence in delivery – not “chalk and talk” – but highly participative debate and discussion.
- ◆ E-mentoring service through a unique Online Web Platform designed exclusively for Oakwood Students, offering continual on-the-job support.
- ◆ 100% Student pass rate, endorsed by past and present students in the region.
- ◆ With international experience and local knowledge, Oakwood is in a unique position to deliver global best practice for any local company or organization.

“After Completing the CIPD programme, I was promoted immediately”

Head of HR, Deloitte, Middle East.



CIPD FOUNDATION QUALIFICATION OVERVIEW

The new CIPD Qualifications on offer are the Certificate in HR Practice and the Certificate in Learning and Development Practice. Included in these programmes students have the opportunity to extend their development and enhance their certificate qualification with a Diploma in HR Practice and/or a Diploma in Learning and Development. This is not a university diploma; it is an extension of the Certificate Programme.

1. The CIPD Foundation Qualification in HR Practice (CHRP) – both Certificate and Diploma

This qualification provides a firm foundation in all areas of HR. It will help students develop essential HR skills and gives them the confidence and knowledge to work more effectively, adding value to their HR function and their organization.

The HRP Certificate Qualification – we recommend that you complete this before progressing to the Diploma

Week ~ 1 **Understanding Organizations and the role of HR**
Resourcing Talent
Developing yourself as an effective HR Practitioner

Week ~ 2 **Supporting good practice in Managing Employment Relations**
Supporting good practice in Performance and Reward Management
Recording, Analyzing and Using HR Information

The HRP Diploma Qualification

Week ~ 3 **Developing your Coaching Skills in the Workplace**
Developing your Mentoring Skills in the Workplace
Supporting Change within Organizations



2. The CIPD Foundation Qualification in Learning and Development Practice (CLDP) – both Certificate and Diploma

This qualification provides an in-depth and thorough grounding in the fundamentals of Learning and Development as well as a full understanding of the Training Cycle. It is the most widely recognised qualification for those seeking success and credibility in the field of Learning and Development. The programme enables L&D professionals to develop their expertise at the same time helping them to understand, identify, deliver and evaluate training within their organization.

The LDP Certificate Qualification – we recommend that you complete this before progressing to the Diploma

Week ~ 1 **Understanding Organizations and the role of HR**
Developing yourself as an effective L&D Practitioner
Undertaking a Learning Needs Analysis
Preparing and designing L&D Activities

Week ~ 2 **Contributing to the process of Job Analysis**
Delivering L&D activities
Evaluating L&D activities
Recording, Analyzing and Using HR Information

The LDP Diploma Qualification

Week ~ 3 **Developing your Coaching Skills in the Workplace**
Developing your Mentoring Skills in the Workplace
Supporting Change within Organizations



MEET THE OAKWOOD DIRECTORS

Dennis O'Donnell - CEO



Dennis brings a pragmatic 'hands on' approach to all projects undertaken. He specializes in Leadership and Management issues as well as corporate Competency profiling. A key area of activity is the reworking of complex business issues, turning these into practical and straightforward solutions, which add value to clients and organizations.

Janine Bunning - Managing Director



Janine has extensive experience in HR and Training strategy and implementation. Janine has been an HR, Management and Training Consultant for the last 20 years and has been designing and delivering CIPD programmes on behalf of Oakwood in the UK, Bulgaria and Gulf regions for the last 15 years. **Janine is a Chartered Fellow of the CIPD.**

YOUR QUESTIONS ANSWERED



The delivery time:

The Certificate Qualifications are delivered over 2 weeks and the Diploma Qualification over 1 week. There is a period of around 5/6 weeks between each week. This allows the student to return to their workplace, review their learning, and complete the required workbooks and assignments. Oakwood also maintains regular contact with the sponsoring client to advise on the progress of each student. Students will normally complete their qualifications within 9 months (or sooner) – both Certificate and Diploma.

Who should attend?

The qualifications are designed to cover all the practical skills required by proficient and effective HR/HRD Specialists, HR Officers, Administrators, etc, as well as Trainers, Training Advisors or Administrators.

What Qualifications do I need?

No formal educational qualifications are needed but you should currently be working within an HR or Training role. The programmes are delivered in English so you should be reasonably fluent in both written and spoken English, and possess a good level of IT skills.

What about examinations?

There are no examinations. Each student must successfully complete all the required workbooks and assignments as well as attend all the training days, and maintain ongoing professional development records. Student progress will also be monitored during their training.

What help do I get?

On the first day of your qualification you will be assigned a Mentor who will provide you with continual guidance and support throughout the whole qualification so as to ensure success.

What about CIPD membership?

Whilst studying for one of these qualifications you must join the CIPD as a studying member. On completion of the qualification you will receive CIPD Certification. You can then apply to become an Associate Member of the CIPD, and use this designation on your business card etc. (assuming you have the relevant work-based experience).

TO ENROL IN CIPD PROGRAMMES



Ajjal HR Solutions & Services LLC
PO Box 287
PC 116 Mina Al-Fahal
Sultanate of Oman
www.ajjal-hr.com

Contact: Fathiya Al-Busaidi,
Tel: +968 24475117
Mobile: +968 92809669
Fax: +968 24475045
Email: fathiya.busaidi@ajjal-hr.com