

2012 CIPD Foundation Programme FAQ's



What level qualification is the Diploma in HR Practice?

Level 3

Who should attend?

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

What Qualifications do students need?

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

The delivery time:

The full 9 unit Diploma Qualification is delivered in 3 Modules – each Module is of 5 days duration. The 6 unit Certificate Qualification is normally delivered in 2 Modules, again each of 5 days. There is a period of around 5/6 weeks between each Module. 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).

How many people in a CIPD group/Cohort? Who is likely to be in the group/Cohort?

Minimum 8 – Maximum 12. Most cohorts/groups have 10+ students and are open to a variety of organisations. This allows for stimulating discussion and debate as well as providing valuable professional networking opportunities.

What about examinations?

There are no examinations. Each student must successfully complete all the required workbooks and assignments as well as attend all the programme days, and maintain ongoing professional development records. Student progress will also be monitored during their CIPD programme involving practical skills demonstrations, classroom contributions, team working etc.

What help do students get?

On the first day of the qualification Students are assigned a Mentor who will provide them with continual guidance and support throughout the whole qualification so as to ensure success. Oakwood has an exceptionally high pass rate.

How do Students submit their work to Oakwood?

Through Oakwood's unique Online Services portal. Once Students have an Oakwood International username and have created a password all work is submitted electronically.

What is the Oakwood International User Name?

During your first Module students will receive a User Name from Oakwood International. This User Name is needed to access Online Services, to submit work and to contact their e-mentor. Once received, students must then register with Oakwood International straightaway via Online Services – clear instructions are sent with User Names.

Students can only submit work through - and to - Oakwood International (using Online services).

What happens if a Student forgets their Oakwood International User Name?

There is a link on Online Services that will enable students to contact us for a user name reminder.

What should Students do if they need to change their e-mail address?

Use Online Services and update their registration details. Only the original e-mail provided by students will be used unless Online Services is updated by the student, therefore it is very important to update this section if it becomes necessary.

If Students have a general question about their programme (rather than to submit work) whom do they contact?

Use Online Services and choose 'contact e-mentor'.

How many assignments are completed on the Diploma Programme?

There are 9 Units in total and 17 short assignments.

How long do students have to wait for a marking report from Oakwood?

Maximum 30 days

Do Students get a mark for each assignment or for the unit?

Marks are awarded only when all work for a Unit has been successfully completed – Pass or Refer.

What do the grades 'PASS' and 'REFER' mean on marking reports?

A PASS means that an assignment has been successfully completed. A REFER means that more work is needed. Clear feedback is provided so that students know exactly what changes are needed in order to gain a PASS.

It is important that students remember that only when all parts of an assignment receive a PASS mark can the whole assignment be considered a PASS.

What should students re-submit if they get a 'REFER' on one of their assignments? Just the part they got wrong or the whole assignment?

The whole assignment with the corrected part

How long do Students get to re submit any work that is “REFERRED”?
2 weeks

Can Students miss a day? If they do what happens?

Students will have to re-sit the unit again at their own expense (there is a fee for missing the original date for their cohort)

What happens if they cannot attend a module?

Again, they will need to re-schedule and there will be a cost for this

What does the Student receive at the completion of the qualification?

At the successful completion of all 9 of the Diploma units students will receive a ‘Diploma in HR or L&D Practice’. They will also receive a separate document advising which specific units they have studied.

For any students who are undertaking the 6 unit Certificate they will receive a ‘Certificate in HR or L&D Practice’. They will also receive a separate document advising which specific units they have studied.

9 unit Diploma students will not receive both a ‘Certificate’ and a ‘Diploma’ document.

If a student signs up for a 6 unit Certificate can they take the 3 remaining units for the Diploma later?

Yes, but they will need to re-register and pay a registration fee again. This is why most of our students enrol on the 9 unit Diploma course.

How long do students have to wait for their Diploma or Certificate to arrive once they have passed all the units?

Although Oakwood International is able to claim for your Certificate/Diploma straight away from the CIPD (see below for details about Direct Claims Status) we still have to wait the Certificates from the CIPD before we can get them to the student. The turnaround from the CIPD is around 6 weeks - but we are unfortunately in their hands. Remember also that this does not include actually getting the Certificate/Diploma to the student. We try whenever possible to hand deliver these when we have an associate in country but on occasion they will be posted and this can also take a further 2 weeks.

What is Direct Claims Status?

Oakwood International has been awarded Direct Claims Status from the CIPD. This means that we have met all the rigorous quality control checks in order to be able to claim for certificates as students pass their final piece of work rather than having to await a verification visit from the CIPD. However, please note the comments above under ‘**How long do students have to wait for their Diploma or Certificate to arrive once they have passed all the units?**’ in order to clarify this issue.

What about CIPD membership?

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

Do Students become an Associate member of the CIPD once they have passed their qualification?

Not necessarily – this depends if students are working in HR and can prove this to CIPD

Can Students become a CIPD member before taking their qualification?

All students should wait until they attend the programme before becoming member. You can become a member without attending a course but this is a different level of membership and will cost more.

How do Students get their CIPD Membership Number?

Students will need to sign up with the CIPD online, making payment by credit/debit card, and this will give them instant membership. Before they can do this Oakwood, as the accredited centre have to register each student with the CIPD, and this in turn creates a registration key, which allows the students to sign up as studying members.

Students cannot apply for membership until they start module one – all of this will be explained during the module.

FURTHER INFORMATION FOR PARTNERS REGARDING MEMBERSHIP IS AVAILABLE FROM OAKWOOD INTERNATIONAL