

Luminate Education Group – Effective Human Resources

1. CIPD Level Three Managing Employee Relations (unit)

Description: This unit will provide key skills for any individuals managing a team. An understanding of Employee Relations is critical to ensure concerns are dealt with fairly, promptly and effectively. In particular this unit will focus on good management around grievances, conduct issues, and capability concerns.

Accredited.

Six participants required to run a course.

Course delivery method: Combination

Delivery location: Any premises

Course length: Three days over one week

2. CIPD Level Three Performance and Reward Management (unit)

Description: This unit provides participants with an overview and practical introduction to reward and managing performance strategy. The unit will include theory and practical application around reward and motivation tools, both on a small scale for individual teams and on a wider scale for bigger teams and/or organisations.

Accredited.

Six participants required to run a course.

Course delivery method: Combination

Delivery location: Any premises

Course length: Three days over one week

3. CIPD Level Five Employee Engagement (unit)

Description: This unit will provide managers and aspiring managers with an overview of established and the latest theory in respect of employee engagement, and the benefits to your organisation. Participants will be guided to develop and apply a strategic approach to employee engagement, and consider skills and techniques available to engage teams and individual employees.

Accredited.

Six participants required to run a course.

Course delivery method: Combination

Delivery location: Any premises

Course length: Three days over one week

4. CIPD Level Five Reward Management (unit)

Description: This unit provides participants with a theoretical and strategic understanding of the of reward management, and explores tools to implement reward management in different settings including: Learning how to consider the business context of reward and the use of reward intelligence, exploring reward management principles, policies and practices, and an understanding of the role of line managers in promoting a performance culture, and in driving sustained organisation performance.

Accredited.

Six participants required to run a course.

Course delivery method: Combination

Delivery location: Any premises

Course length: Three days over one week

5. Human Resources Practice, CIPD Level 3 (Certificate/Diploma)

Description: The Human Resources Practice, CIPD Level 3 qualification reflects a wide range of relevant practical skills in human resource practice. They are suited to individuals who:

- are aspiring to, or embarking on, a career in HR
- are working in the field of HR in a support role and wish to develop their knowledge and skills
- have responsibility for HR activities and decisions within an organisation without a specialist function.

Course delivery method: Combination

Course length: 30 Weeks - Day Release

6. Developing Yourself as an Effective HR Practitioner, CIPD Level 3 Unit

Description: The CIPD has developed a map of the HR profession (HRPM) that describes the knowledge, skills and behaviours required by human resources (HR) and learning and development (L&D) professionals. This unit is designed to enable the learner to develop a sound understanding of the knowledge, skills and behaviour required of a professional practitioner, whether their role is generalist in nature or specialist, for example L&D. It will enable learners to develop a personal development plan, following a self-assessment of learning and development needs, that meets their personal and professional requirements.

Course delivery method: Combination

Course length: Four weeks - Day Release

7. Recording, Analysing & Using Human Resource Information, CIPD Level 3 Unit

Description: This unit develops the learner's understanding of the important contribution that accurate data, whether stored manually or electronically, can make to the human resources (HR) or learning and development (L&D) function. The unit is intended to span the remit of data management for all areas including but not limited to HR planning, recruitment and selection, performance and reward management, absence management, disciplinary and grievance procedures and electronic record management for L&D. It covers the legal implications of collecting, storing and using personnel data and will enable the learner to record data and information and to interpret, analyse and present information clearly and accurately in an appropriate format in support of decision making to meet organisation-wide objectives and support L&D solutions for individuals and groups within the organisation.

Course delivery method: Combination

Course length: Two weeks - Day Release

8. Supporting Good Practice in Managing Employment Relations, CIPD Level 3 Unit

Description: Managing the employment relationship effectively is a key part of the role of the human resources (HR) practitioner. This unit aims to introduce a number of aspects of this task and to provide an introduction to employment law within the context of employee relations. It starts with an explanation of the employment relationship and the key parties that are involved within it. It then focuses on different aspects of HR activity, looking at good practice and legal requirements within each activity. It is recognised that learners need to have a basic understanding of employment law to enable them to operate effectively, but given this is a broad and complex area, it is acknowledged that this unit only aims to provide learners with the basic knowledge and assumes no prior understanding of employment law.

Course delivery method: Combination

Course length: Four weeks - Day Release

9. Resourcing Talent, CIPD Level 3 Unit

Description: Organisational success depends on having the right skill mix. This unit provides an introduction to the resourcing and talent planning process. Studying this unit will enable learners to understand the factors that impact on an organisation's resourcing and talent planning activities. They will learn about the relationship between recruitment and selection by identifying the key stages in each separate but related process. The benefits to the organisation of attracting and retaining a diverse workforce will be emphasised. They will be able to make a positive contribution to the recruitment and selection process by developing their knowledge and skills in defining and writing job descriptions, contributing to the job advertisement process, shortlisting, conducting face-to-face or telephone interviews and contributing to job offer and rejection letters. Key legislation pertaining to recruitment and selection will be covered. Finally, they will also learn more about good practice in employee induction and retention and the importance of collaborative working with other stakeholders.

Course delivery method: Combination

Course length: Seven weeks - Day Release

10. Supporting Good Practice in Performance & Reward, CIPD Level 3 Unit

Description: This unit provides an introduction to the purpose and processes of performance and reward management and the role of human resources (HR) in promoting and supporting good practice. Studying this unit will enable learners to develop their understanding of how motivational theories and associated tools can be used within the context of performance and reward management and how these can have a positive impact on an organisation's business objectives. It also provides an overview of appropriate skills and good practice associated with performance management reviews and follow-up and the data management aspects. Additionally, learners will understand the role of financial and non-financial benefits and important determinants of reward decisions. On completion, learners should feel more confident in providing first-line support to managers and employees on the subject of performance and reward management.

Course delivery method: Combination

Course length: Eight weeks - Day Release

11. Human Resource Management, CIPD Level 5

Description: The Human Resource Management, CIPD Level 5 qualifications develop knowledge and understanding of different HR models and practices, and the external factors that impact on organisations. They are suited to individuals who:

- seek to develop a career in HR management and development
- are working in the field of HR and need to extend their knowledge and skills
- have responsibility for implementing HR policies and strategies
- need to understand the role of HR in the wider organisational and environmental context.

Course delivery method: Combination

Course length: 38 weeks - Day Release

12. Business Issues and the Contexts of Human Resources

Description: Human Resources (HR) professionals need to understand key developments in the business and external contexts within which HR operates. This unit enables learners to identify and review the business and external contextual factors affecting organisations and to assess the impacts of these factors on the HR function. The unit also examines HR's role in strategy formulation and implementation. The unit is designed to encourage learners to adopt a critical perspective of these contexts and to provide workable organisational and HR solutions to address them.

Course delivery method: Combination

Course length: Five weeks - Day Release

13. Human Resource Management, CIPD Level 5

Description: Human Resources (HR) professionals need to be able to present a viable and realistic case for improvement based on sound work-based research and an understanding of what is considered good practice. This core unit develops the skills of research and enquiry in order to enable learners to identify appropriate data sources to support an investigation into an area of HR practice and to synthesise and apply this data, to evaluate the role of HR in business and strategy formulation and implementation, and to prepare and present a business case for improvement.

Course delivery method: Combination

Course length: Four weeks - Day Release

14. Employment Law

Description: Recent decades have seen a substantial increase in the extent to which the employment relationship in the UK, Ireland and the EU is regulated through employment legislation. As a result, human resources (HR) professionals are now obliged to take account of legal requirements in different jurisdictions when carrying out many central aspects of their role. They are also obliged to take responsibility for the defence and settlement of claims lodged with employment tribunals by aggrieved employees or former employees. The purpose of this unit is to introduce the major areas of employment legislation and the employment law system, focusing in particular on ways in which day-to-day HR activities are subjected to some form of regulation. The unit is intended to provide an overview, rather than to focus in detail on the operation of specific employment laws, for those who need to understand and be able to evaluate emerging developments in the management of the employment relationship in local and international jurisdictions.

Course delivery method: Combination

Course length: Six weeks - Day Release

15. Contemporary Developments in Employment Relations, CIPD Level 5 Unit

Description: Human resource (HR) professionals need to understand key developments in the theory and practice of employment relations, both within and beyond the immediate organisational context. This unit allows learners to build on their knowledge and experience to develop the skills required to make informed and effective judgements about existing and emerging models, processes and practices of employment relations in local and international jurisdictions. The unit is designed to encourage learners to assess and understand broader developments that influence the effective management of the employment relationship in indigenous and multinational organisations.

Course delivery method: Combination

Course length: Four weeks - Day Release

16. Managing & Co-ordinating the HR Function, CIPD Level 5 Unit

Description: The purpose of this unit is to introduce learners to human resources (HR) activity and to the role of the HR function in organisations in general terms. It focuses on the aims and

objectives of HR departments in contemporary organisations and particularly on the ways that these are evolving. Different ways of delivering HR objectives and emerging developments in the management of the employment relationship are explored as well as the methods that can be used to demonstrate that the function adds value for organisations. The unit also aims to inform learners about published research evidence linking HR activity with positive organisational outcomes. The case for professionalism and an ethical approach to HR is introduced, as is the role played by HR managers in facilitating and promoting effective change management.

Course delivery method: Combination

Course length: Five weeks - Day Release

17. CIPD Level 3 Certificate Learning and Development

Description: Learning and development (L&D) specialists help people develop new skills so they stay motivated and productive in their roles. This course is for you if you want to acquire L&D skills, don't hold a formal L&D qualification, and aspire to become a professional member of the CIPD. You will learn about learning and development and the organisation while studying to become an effective L&D practitioner. You will learn how to identify L&D needs as well as designing, delivering, and evaluating L&D activities.

Course delivery method: Combination

Course length: 31 weeks - Day Release