

Wakefield College – Effective HR

1. CIPD Level 3 Certificate in Human Resource Practice

Description: This qualification provides a firm foundation in all aspects of Human Resource Practice and will help to develop practical, relevant skills. This qualification is particularly suitable for individuals who are undertaking human resources management or personnel functions, and also for line managers who wish to develop their people skills.

The course covers the following main topics:

- Developing Yourself as an Effective Human Resources Professional
- Understanding Organisations and the Role of Human Resources
- Recording, Analysing and Using Human Resources Information
- Resourcing Talent; Supporting Good Practice in Managing Employment Relations Delivering Learning and Development Activities

Course delivery method: Currently online learning

Later in year (when restrictions allow) classroom based at Wakefield College main campus

Course length: 9 - 10 months

2. CIPD Level 5 Certificate in Human Resource Management

Description: This qualification provides practical, relevant skills and knowledge for those wishing to develop their career in HR management and development. It is suited for individuals who are already working in the field of HR management and development and need to develop their knowledge and skills, have responsibility for implementing HR policies and strategies and/or need to understand the role of HR in the wider organisational and environmental context.

The course covers the following main topics:

- Developing Professional Practice
- Business Issues and the Contexts of Human Resources
- Using Information in Human Resources
- Employee Engagement
- Resourcing and Talent Planning
- Improving Organisation Performance

Course delivery method: Currently online learning

Later in year (when restrictions allow) classroom based at Wakefield College main campus

Course length: 9 - 10 months