



**2010 Programme Schedule**  
*Chartered Institute of Personnel and Development (CIPD):*

**Foundation Awards, Certificate and Diploma Dates**

Location	Unit and Date	Unit and Date	Unit and Date	Unit and Date	Unit and Date	Unit and Date
<b>Cardiff</b>	Induction + 3RAI 12 <sup>th</sup> May	4DEP 16 <sup>th</sup> Jun	3HRC 29 <sup>th</sup> Jun	Unit tbc 13 <sup>th</sup> Jul 14 <sup>th</sup> Jul	Unit tbc 24 <sup>th</sup> Aug 25 <sup>th</sup> Aug	Unit tbc 22 <sup>nd</sup> Sep 23 <sup>rd</sup> Sep
<b>Sheffield</b>	Induction + 3RAI 18 <sup>th</sup> May	4DEP 10 <sup>th</sup> Jun	3HRC 24 <sup>th</sup> Jun	Unit tbc 07 <sup>th</sup> Jul 08 <sup>th</sup> Jul	Unit tbc 01 <sup>st</sup> Sep 02 <sup>nd</sup> Sep	Unit tbc 05 <sup>th</sup> Oct 06 <sup>th</sup> Oct
<b>London</b>	Induction + 3RAI 20 <sup>th</sup> May	4DEP 18 <sup>th</sup> Jun	3HRC 02 <sup>nd</sup> Jul	Unit tbc 26 <sup>th</sup> Jul 27 <sup>th</sup> Jul	Unit tbc 14 <sup>th</sup> Sep 15 <sup>th</sup> Sep	Unit tbc 11 <sup>th</sup> Oct 12 <sup>th</sup> Oct
<b>Haywards Heath</b>	Induction + 3RAI 21 <sup>st</sup> May	4DEP 22 <sup>nd</sup> Jun	3HRC 05 <sup>th</sup> Jul	Unit tbc 28 <sup>th</sup> Jul 29 <sup>th</sup> Jul	Unit tbc 20 <sup>th</sup> Sep 21 <sup>st</sup> Sep	Unit tbc 18 <sup>th</sup> Oct 19 <sup>th</sup> Oct
<b>Douglas</b>	Induction + 3RAI 27 <sup>th</sup> May	4DEP 30 <sup>th</sup> Jun	3HRC 21 <sup>st</sup> Jul	Unit tbc 10 <sup>th</sup> Aug 11 <sup>th</sup> Aug	Unit tbc 20 <sup>th</sup> Sep 21 <sup>st</sup> Sep	Unit tbc 26 <sup>th</sup> Oct 27 <sup>th</sup> Oct

Revised 31/03/10

Each location cohort will discuss and agree which optional units will be selected. We have selected units that require 2 days of input for skills development just to ensure that the dates are clear in our diaries. The programme for each location will be agreed by the end of May once the groups have a chance to meet up.

**Codes:**

**Core Units - mandatory for Certificates and Diplomas in HR Practice and LD Practice**

3RAI	Recording, analysing and using information	2 credits
4DEP	Develop yourself as an effective HR or LD practitioner	4 credits
3HRC	Understanding organisations and the role of human resources	4 credits

**Optional Units for CHRP and DHRP**

3RTO	Resourcing talent	6 credits
3MER	Supporting good practice in managing employment relations	6 credits
3PRM	Supporting good practice in performance and reward management	6 credits
3CJA	Contributing to the process of job analysis	3 credits
3SCO	Supporting change within organisations	3 credits

**Optional Units for CLDP and DLDP**

3LNA	Undertaking a learning needs analysis	3 credits
3PDL	Preparing and designing learning and development activities	3 credits
3DLA	Delivering learning and development activities	6 credits
3ELA	Evaluating learning and development activities	3 credits
3DCS	Developing coaching skills for the workplace	3 credits
3DMS	Developing mentoring skills for the workplace	3 credits



WORK-LIFE  
BALANCE



INVESTOR IN PEOPLE

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