

Introducing the new level 5 Certificate in Human Resources for School Business Professionals



The CIPD (Chartered Institute of Personnel and Development) has worked in partnership with ISBL to create a qualification especially for school business professionals with responsibility for HR and people development.

The ISBL commissioned this new qualification in recognition that many school business professionals manage diverse and often complex people-related issues. These can include anything from dealing with poor performance to recruiting, developing and retaining great staff.

Who is this qualification for?

It is ideal for people who are recognised as the HR professional within their school or someone whose responsibilities include managing and advising on people-related matters. This level 5 qualification will enable you to develop and implement people plans to help your school meet its operational and strategic goals.

What does it include?

This qualification includes a range of subjects to give you a comprehensive grounding in HR practice. It provides knowledge and practical skills in:

- **understanding business issues** and how they influence HR decision-making
- **employment law** and its application to issues such as grievances, dismissals and advising colleagues on maternity/paternity leave and retirement
- **researching data** and insights about HR and applying it to your school
- **resourcing and talent planning** to review and plan recruitment, ensuring your school employs and retains sufficient numbers of skilled staff
- **reward management** when working for a publicly funded organisation
- **developing yourself** to understand the benefits of effective HR practice in schools.

The modules have been specially contextualised to recognise the uniqueness of the educational environment. In the classroom, the tutor will encourage discussion about key themes and how this translates to the school setting.

'I'm a manager in a small organisation with responsibility for HR in my job. I didn't know if an HR qualification was going to be too specialist for me. I needn't have worried. I could easily relate the topics to my job and could easily apply what I learned at work. I would wholeheartedly recommend this programme.'

CIPD student, graduated October 2017

What's involved?

The qualification includes six modules studied over 12 months via classroom training, webinars and workbooks. It is delivered by experienced HR practitioners who, together with a dedicated personal tutor, will provide you with coaching and support throughout.

Typically, webinars are 16:00-17:00 and workshops run from 09:30-17:00. Attendance of all webinars and workshops is compulsory.

There are no exams. At the end of each unit there is a written assignment which requires you to demonstrate your understanding of the topic and, where relevant, how you have applied that knowledge at work.

During the training you will also become a member of the CIPD, giving you access to an unrivalled range of resources and online networks with HR professionals from the UK and beyond. Further information on the benefits of CIPD membership can be found at cipd.co.uk/membership

Benefits of studying this qualification

- Widely recognised by employers in the HR industry, this qualification will help you build an HR specialism within the education sector and beyond.

- You will become a CIPD Professional Member and can use official designatory letters after your name, for example Jo Bhanu, Assoc. CIPD.
- You will also be able to apply to become a Chartered Member as you grow your HR experience.
- Your employer can have confidence that they are receiving advice and guidance from a trusted, expert adviser – ensuring that the right people decisions are made for your staff and the school.

Eligibility

The Certificate in Human Resources for School Business Professionals is equivalent to an undergraduate degree, so you will need to have a good standard of English. If English is not your first language, an IELTS 6.5 or equivalent is required.

You do not need to have any prior qualifications or experience in HR. The CIPD will help to determine if this is the right qualification for you.

About the CIPD

The CIPD is the world's largest chartered institute for HR and people professionals. We have a community of 150,000 people worldwide – many of whom have completed our industry-leading qualifications. As a professional body and charity, our purpose is to champion better work and working lives by improving practices in people and organisation development, for the benefit of individuals, businesses, economies and society. Find out more at cipd.co.uk

Fees

The fee for the Certificate is **£2,999 plus VAT**; this includes **CIPD Student membership**.

Next steps

Programmes run twice a year.

Please check the ISBL website for dates and locations.

If you have any questions or would like to register your interest, our friendly professional development team can help.

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