

# CIPD ASSOCIATE DIPLOMA IN PEOPLE MANAGEMENT (L5)



**CIPD**  
Approved centre

## **Associate Diploma in People Management (Commercial) – Sales Support Fact Sheet (Additional Employer Guidance)**

The CIPD Level 5 Associate Diploma in People Management is a professional qualification based on the CIPD Profession Map. It sets the international benchmark for the people profession and provides a strong foundation to give people professionals the confidence and capabilities to guide their decision-making, actions and behaviours.

## **Intent of qualification**

Expand your knowledge of HR with a combination of core units and specialist areas – helping you focus on what matters most to you. You'll focus on real-life scenarios, acquiring the core behaviours derived from the CIPD's new Profession Map, which is based on the cumulative insights of thousands of experts.

- Build on your existing knowledge and specialise in People Management.
- Increase your knowledge in employment relationship management, talent management and performance reward.
- Take the next step up into a more senior people profession role.





## Delivery model

The delivery model is covered through seven written assignments based upon given scenarios or case studies. The learner with full access to the CIPD portal and the option to attend the L5 apprenticeship webinars run by the Key Training Learning Coaches. The learner is also provided with a copy of the Key Training L5 Assignment Writing Guide.



## Entry requirements

- This qualification is designed for learners aged 18+
- The CIPD has a policy for learners where English is not their first language that gives guidance on appropriate English language entry requirements. The policy can be found on the CIPD website <https://www.cipd.co.uk/membership/students/qualification-policies>
- Eligibility Assessment Interview.

**1.**  
**Intent**

**2.**  
**Module  
Content**

**3.**  
**Delivery**



## Content

This qualification consists of three core units, three specialist units and a choice of one optional unit.

### Core units;

- **Organisational performance and culture in practice:** People practice, Culture and behaviour, Business acumen, Analytics and creating value, Digital working, Change, Valuing people, Commercial drive
- **Evidence-based practise:** Culture and behaviour, Business acumen, Analytics and creating value, Ethical practice, Professional courage and influence, Insights focused, Situational decision-making, Commercial drive
- **Professional behaviours and valuing people:** Ethical practice, Culture and behaviour, Professional courage and influence, Valuing people, Working inclusively, Passion for learning, Insights focused, Situational decision-making

### Specialist units;

- Employment relationship management.
- Talent management and workplace planning.
- Reward for performance and contribution.

### Optional units;

- Specialist employment law
- Leadership and management development

## Assignment Writing

It is essential that the learner relates their answers to the relevant academic concepts, theories and professional practice to demonstrate that their work is supported by analysis. All references and sources drawn upon are to be acknowledged correctly and supported by a bibliography. The Key Training Level 5 Guide to Assignment Writing will be provided to support all learners with this area of their studies and is issued on day 1 of the course starting.

**Cost:** £2,700 (£2,500 for 5 or more)

**Duration:** 9–12 months

*Associate Membership/Chartered Membership is at an additional cost*

