



Induction Webinar

CIPD Qualifications

Wendy Chippendale

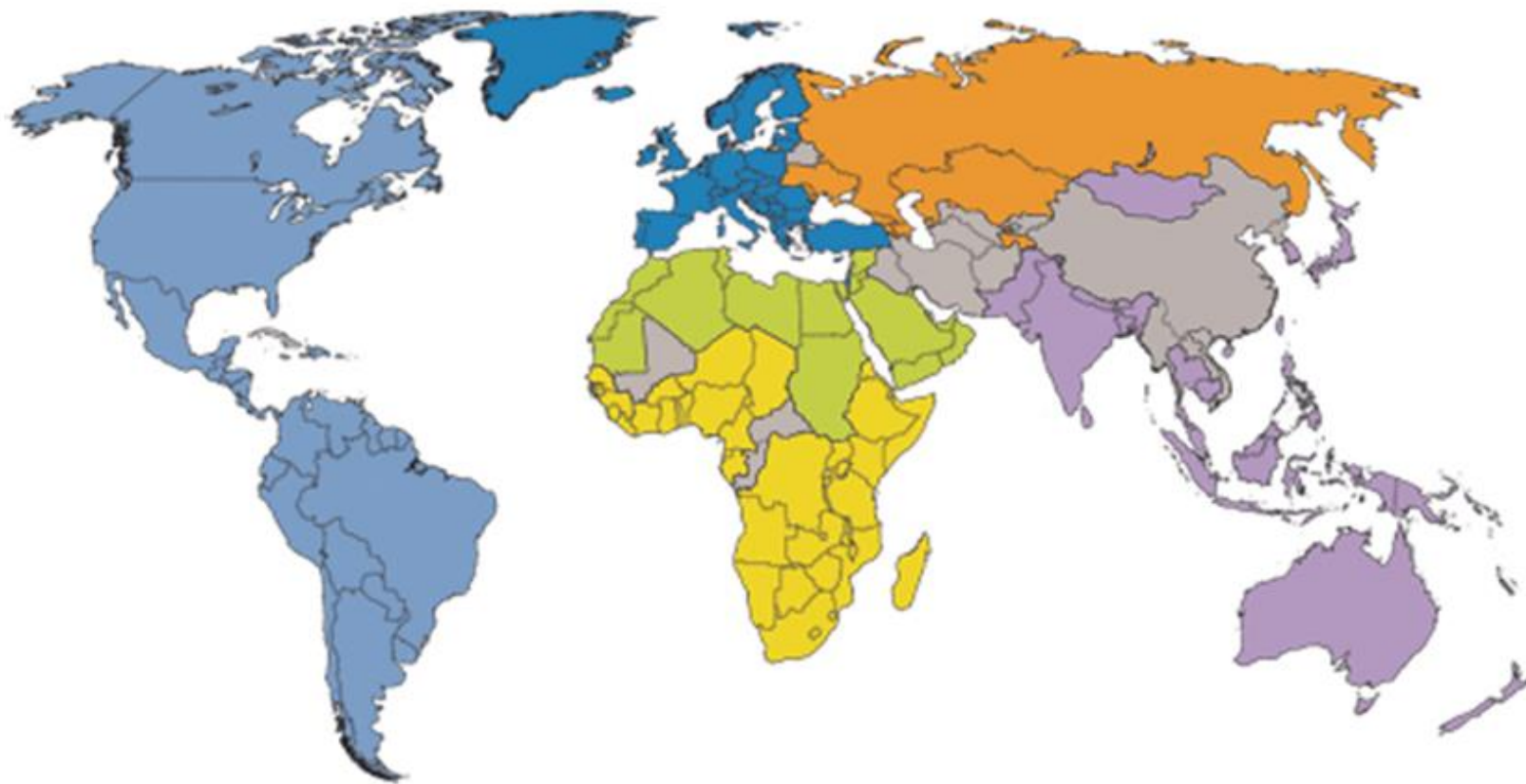
Duration | 60 minutes



Welcome Induction Webinar Contents

- My CIPD Course
- Support Roles
- Navigating the Student Community
- Plan and Prepare – Learn – Assess
- CIPD
- Plan to Success

Where are you joining us from?



My CIPD Course



Human Resources

- Level 3 Foundation Certificate in People Practice
- Level 5 Associate Diploma in People Management
- Level 7 Advanced Diploma in Strategic People Management

Learning & Development

- Level 5 Associate Diploma in Organisational L&D
- Level 7 Advanced Diploma in Strategic L&D

Which qualification?

Support Roles



Student Services

Financial guidance, technical support

Online Tutor

Help with day-to-day queries regarding course, units, assessments

Associate Tutor

Provide feedback on your assessments

Programme Lead

Ensuring your programme is running effectively





Accessing the Student Community

Username

Password

☐ Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Top Tip

Bookmark this URL so that you can access it easily in future

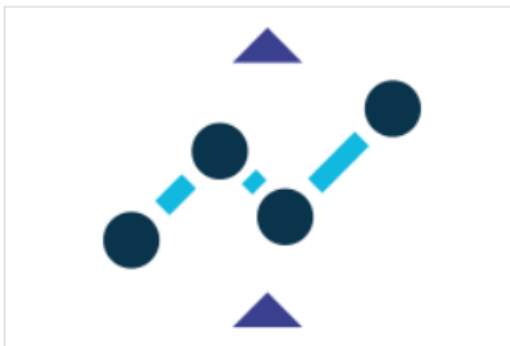
Course Homepage



Induction



My Learning



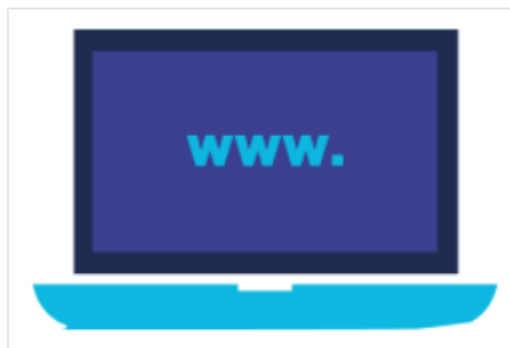
Assessment Centre



Resources



Connect and Communicate



INDUCTION

Induction



Induction

Induction Guidance



Course Handbook

Click below to access your Course Handbook



[Course Handbook for CIPD Associate Level Diploma in Organisational Learning and Development](#)

Course Specification

The CIPD have designed your programme, read up about the approach and each unit by downloading the specification below.



[Associate Diploma in Organisational Learning and Development](#) 965.8KB PDF document Uploaded 23/02/21, 11:45

Study Guidance

Read the [Study Guidance](#) document below.



[Study Guidance](#) 70.9KB Word 2007 document Uploaded 23/02/21, 10:26

Study Time Calculator

Download your [study time calculator](#) below



[Study Time Calculator](#) 15.1KB Excel 2007 spreadsheet Uploaded 3/05/21, 12:10

Study Plan

Download your customisable [study plan](#) below.



[Study Plan](#) 70.9KB Word 2007 document Uploaded 23/02/21, 10:27

Induction





Induction Webinar

Induction Webinar



Induction Webinar

Type of Webinar	Induction Tutor	Day	Time
Induction	Wendy Chippendale	Every Monday	7:00 p.m.
Induction	Wendy Chippendale	Every Wednesday	2:00 p.m.

Our [Induction Webinar](#) is designed to introduce you to your course and help you to make the most of your studies. You should make sure that you take part in one of our Induction Webinars that will explain the study process. If you cannot attend live you must at least watch the [Induction Video](#).

This [Induction Webinar](#) will run on the following days and times.

Every Monday at 7:00 pm delivered by [Wendy Chippendale](#).

Every Wednesday at 2:00 pm delivered by [Wendy Chippendale](#).

Induction



Induction Webinar





Induction Forum & FAQs

Induction Forum

Click below to post your question in the forum



Induction Forum

3 unread posts

Induction Frequently Asked Questions

Download the checklist below



Induction FAQs 70.9KB Word 2007 document Uploaded 23/02/21, 10:29

Induction Checklist

Download the checklist below.



Induction Checklist 71KB Word 2007 document Uploaded 23/02/21, 10:30

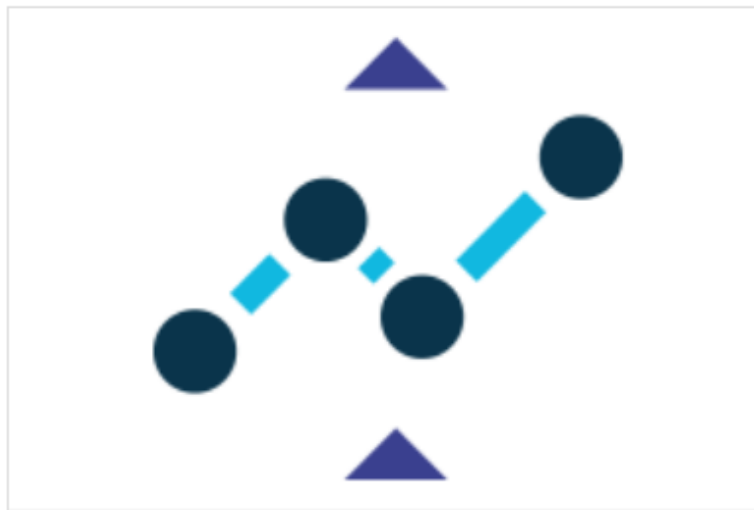
Induction

Induction



My Learning

My Learning









Accessing Course Materials

The individual units are available within My Learning

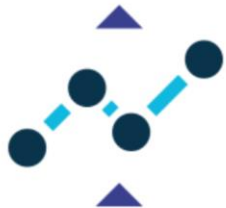
My Learning

Welcome to the My Learning section of your course. Here you will find all your learning materials including lessons, resources, reading lists and Masterclasses. You will also find unit forums where you can engage with other students and tutors on the course. You should work through the units, and content within them, in the order they are displayed.

My Learning

Core Learning	Core Learning	Core Learning	Core Learning
Business Culture and Change in Context (3CO01)	Principles of Analytics (3CO02)	Core Behaviours for People Professionals (3CO03)	Essentials of People Practice (3CO04)
 Unit 1	 Unit 2	 Unit 3	 Unit 4

My Learning





Accessing Course Materials

The Unit Homepage

Foundation Level - Business Culture and Change in Context

[🏠 Return to course home](#)

**My
Learning**

Plan and Prepare



Learn



Assess



My Learning





Plan and Prepare

Work through this section to help you prepare for the unit

Assessment Brief



3CO01 - Assessment Brief

Assessment Q&A Session



3SCO1 Business Culture and Change in Context

Type of Webinar	Induction Tutor	Day	Date	Time	Duration
Online Classroom	Wendy Chippendale	Friday	19/03/2021	12:00 pm	60 mins
Online Classroom	Wendy Chippendale	Tuesday	23/03/2021	15:00 pm	60 mins



3SCO1 Business Culture and Change in Context

Plan and Prepare





Learn

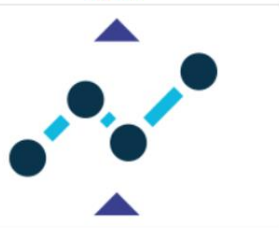
Work through the sections in order

Section One



Business Culture and Change in Context - Section One

Learn

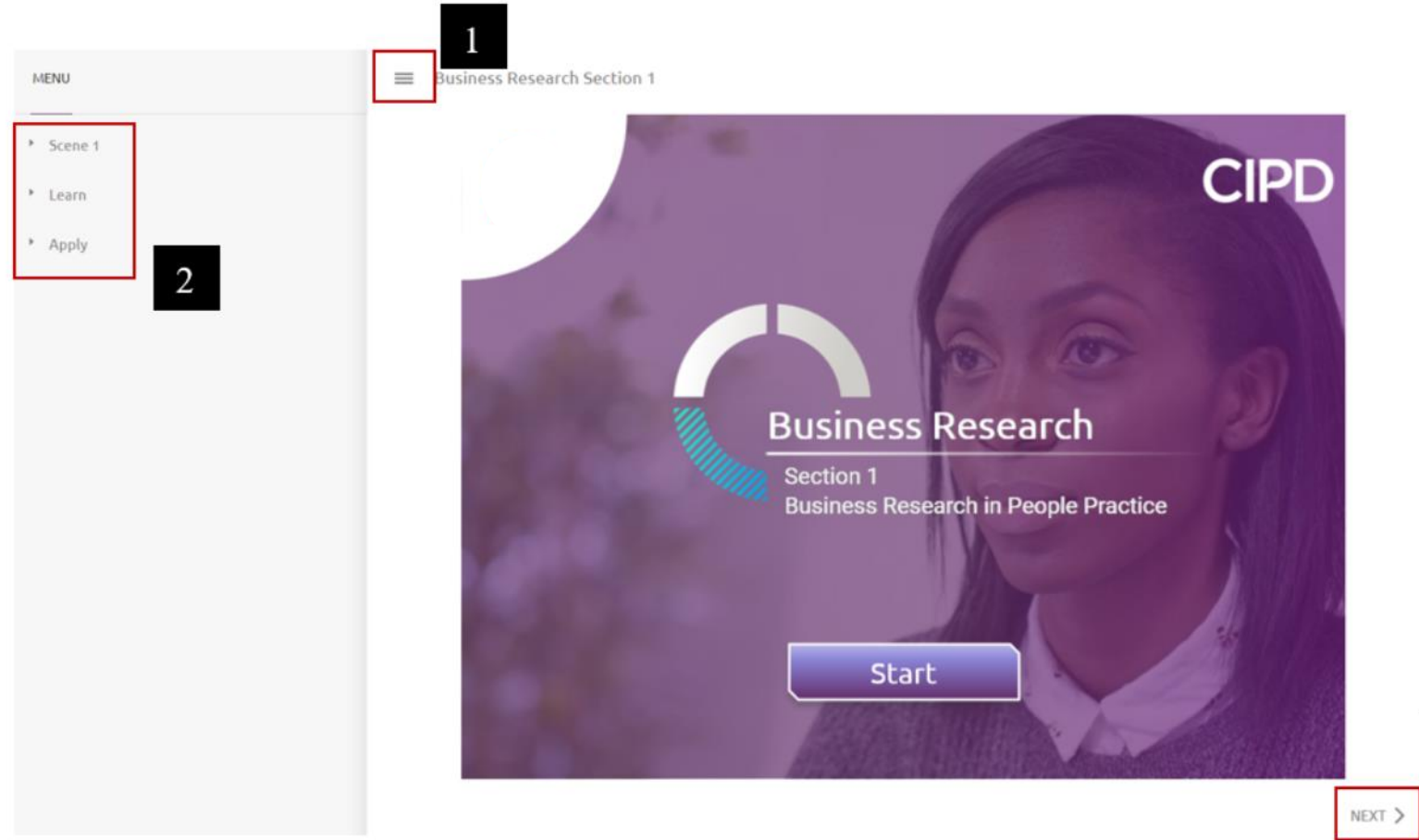


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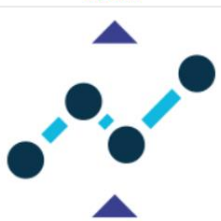


Learn

Working through the learning sections



Learn





Learn

Attend the Masterclass

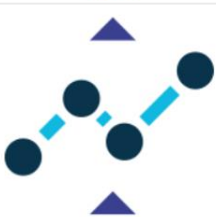
Learn

Masterclass

 Level 3 Masterclass SCO1 Factors Analysis and the Role of HR in a Context of Change

Type of Webinar	Induction Tutor	Day	Date	Time	Duration
Online Classroom	Magda Tomaszewska	Wednesday	17/03/2021	13:00 pm	90 mins
Online Classroom	Magda Tomaszewska	Tuesday	20/04/2021	18:00 pm	90 mins

Learn





Learn

Suggested Reading

Books

Key journals

Online Resources

Learning Resources

Websites

Online Resources

Davies, G. (2019) *Understanding the economy and the labour market*. Factsheet. London: Chartered Institute of Personnel and Development.

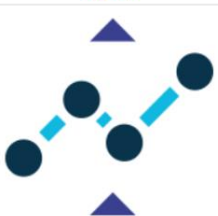
Available at: <https://www.cipd.co.uk/knowledge/work/trends/economy-labour-market-factsheet>

George, S. (2019) *Change management*. Factsheet. London: Chartered Institute of Personnel and Development.

Available at: <https://www.cipd.co.uk/knowledge/work/trends/economy-labour-market-factsheet>

Learn

Learn





Assess

Summative Assessment

 [3CO01 - Assessment Brief](#) 213.6KB PDF document Uploaded 19/02/21, 16:44

Assessment Submission Q&A

 [Level 3 Q&A Submission Sessions all units](#)

Type of Webinar	Induction Tutor	Day	Date	Time	Duration
Online Classroom	Natalie Bolland	Monday	29/03/2021	18:00 pm	60 mins
Online Classroom	Nicole Bolland	Tuesday	13/04/2021	13:00 pm	60 mins
Online Classroom	Natalie Bolland	Wednesday	28/04/2021	12:30 pm	60 mins

 [Submission Q&A Session Slide Deck](#)

Assess



Assessment Checklist

 [Submission Checklist](#) 273.4KB Word 2007 document Uploaded 19/02/21, 16:48

Assessment Centre

Assessment Centre





Assessment Centre

All Assessment Briefs are located within the Assessment Centre
This is where you upload your assessments for marking

Assessment Centre

Business Culture and Change in Context (3CO01)



3CO01 - Assessment Brief 213.6KB PDF document Uploaded 19/02/21, 16:10



3CO01 - Assessment Submission (Tutors 3CO01)

Assessment Centre





Assessment Centre

All assessment submissions must have a Front Cover Sheet as the first page

Please tick whether you are submitting a draft or your summative assessment:			
Draft	<input type="checkbox"/>	Summative	<input type="checkbox"/>

Drafts - You are entitled to submit up to three assessment criteria for review. They must be uploaded at the same time, in one document with this sheet attached to the front.

Complete the first part of the table below and sign the declaration on the next page.
Place both at the front of your draft / summative assessment

Please write clearly in block capitals.												
Centre number	5	3	4									
Student ID number												
CIPD Number (if available)												
Learner surname												
Learner other names												
Assignment start date												
Assignment end date												
Assignment submission date												
Assignment re-submission date for centre marking (only one re-submission allowed)												
Assessor name												
Assessor signature												
Internal quality assurer name												
Internal quality assurer signature												

Declaration By Learner (student to complete):

I can confirm that this assessment is all my own work and where I have used materials from other sources, they have been properly acknowledged.

Learner Name:

Learner Signature:

Date:

Assessment Centre

Assessment Centre





Assessment Centre

Guidance available within the Assessment

Assessment Resources



[Assessment Guidelines](#) 1.1MB PDF document Uploaded 3/05/21, 09:50



[Assessment Centre, Moderation and Feedback Guide](#) 868.9KB PDF document Uploaded 12/05/21, 11:19



[Harvard Referencing Guide](#) 879KB PDF document Uploaded 19/02/21, 16:24



[Plagiarism Guide](#) 856.4KB PDF document Uploaded 19/02/21, 16:25



[Front Cover Sheet](#) 31.1KB Word 2007 document Uploaded 29/03/21, 15:01

**Assessment
Centre**

Assessment Centre





Assessment Centre

❖ Revert to Draft

❖ Refer

❖ In Review

❖ Marking Completed – Awaiting Moderation

Assessment
Centre

Assessment Centre



Foundation and Associate Level	Fail
	Low Pass
	Pass
	High Pass

Advanced Level	Fail
	Pass
	Merit
	Distinction



Assessment Centre

Obtaining your results

- 1 Submit your assessment online via the Assessment Centre
- 2 Your tutor will mark your work and give a provisional result
- 3 CIPD will moderate assessment submissions at set times throughout the year
- 4 After moderation you receive your unit result and feedback

Assessment Centre

Assessment Centre



Assessment Centre, Moderation and Feedback Guide



Resources

Resources





Resources



Your Personal Journal

Resources



Assessment Writing



Assessment Types Comparison Chart.pdf



Formatting Your Assessment.pdf



Getting Started.pdf



Writing Concisely.pdf



Writing Professionally.pdf



CIPD Guides



CIPD Profession Map.pdf



CIPD Reflective Practice Guide.pdf



Presentations



Delivering a Presentation.pdf



Designing a Presentation.pdf

Resources




























Resources

Resources

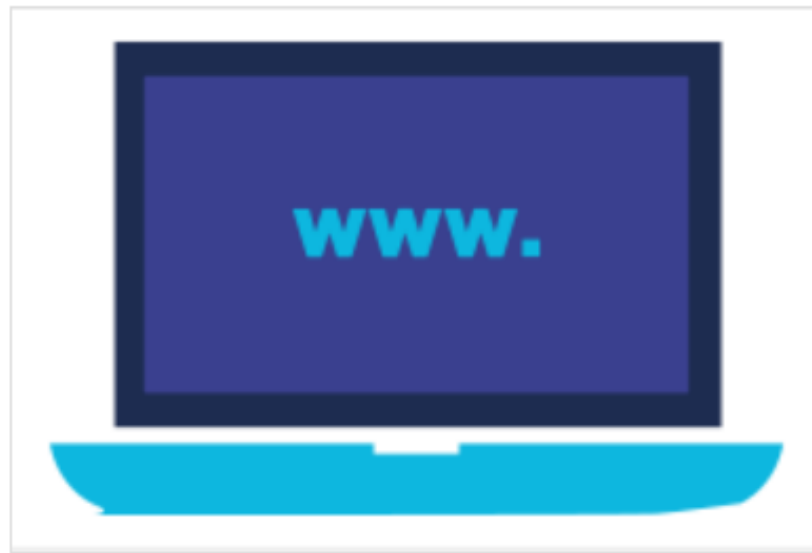


- ▼  Templates and Exemplars
-  Exemplar - Briefing Paper.pdf
 -  Exemplar - PDP Plan 1.pdf
 -  Exemplar - PDP Plan 2.pdf
 -  Exemplar - PESTLE Analysis.pdf
 -  Exemplar - SWOT Analysis.pdf
 -  Template - CPD.docx
 -  Template - Organisational SWOT Analysis.docx
 -  Template - PDP.doc
 -  Template - Personal SWOT Analysis.docx
 -  Template - PESTLE Analysis.docx

- ▼  Tip Sheets
-  Advanced Search Techniques.pdf
 -  Assessment Terms.pdf
 -  Critical Thinking 1.pdf
 -  Critical Thinking 2.pdf
 -  Exam Preparation.pdf
 -  Getting Started With Your Assignment.pdf
 -  Harvard Referencing.pdf
 -  How to Harvard Reference in Word.pdf
 -  Notetaking.pdf
 -  Study Techniques 1.pdf
 -  Study Techniques 2.pdf

Connect and Communicate

Connect and Communicate





Connect and Communicate

Connect and Communicate



Course News

Access the News section below for updates on your programme.



Course News

Contact Your Tutor



Natalie Bolland



Contact your Tutor

Meet the Team



Carol Margerrison

Understanding Organisations & the Role of Human Resources



Quick Navigation

Induction



My Learning



Assessment Centre



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ED01)

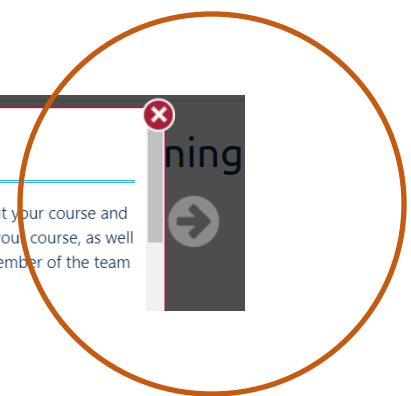
Participant

Induction

Welcome to the induction section of your course. You should spend some time here interacting with the content below which will allow you to learn more about your course and how it will run. We encourage you to attend the [Induction Webinar](#) and post in the [Induction Forum](#), where you will meet and engage with fellow members of your course, as well as members of the programme team. If you have any questions during this phase of your course, we suggest you post them in the [induction forum](#), where a member of the team will respond. You can also choose to read the FAQ's.

ning

→



Assessment Briefs

3CO02

Principles of Analytics

Case study

Preparation for the Tasks:

Assessment Criteria Evidence Checklist

Task 1 – Presentation with presenter notes		
Assessment criteria	Evidenced Y/N	Evidence reference
1.1 Review evidence-based practice and how it is applied within an organisation.		<i>Presentation</i>



Assessment Grading

Overall mark	Unit result
0 to 19	Fail
20 to 25	Low Pass
26 to 32	Pass
33 to 40	High Pass

Marking Grid

Mark	Range	Descriptor
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Headings and sub-headings



You must use the Assessment Criteria as headings and subheadings within your assessment

[A.C 1.1](#)

[A.C 1.2](#)

CIPD Requirement




Word Count

Every assessment has a word count allowance
Margin of 10% plus or minus

You must be within the word count allowance for your assignment to be accepted

Included within the word count should be any text that is central to your answer and which responds to and addresses the questions/tasks.

Excluded in the word count are:

- Headings, subheadings, and question titles (e.g. Question 4)
 - Data presented in tables and diagrams
 - front cover sheet
 - the title of your work
 - contents page
 - your list of references at the end of your work
 - appendices
- 

Word Count



- Word count applies to the 'presenter notes' under each slide
- The slides need to compliment the written narrative

The same exclusions apply

- Headings, subheadings, and question titles (e.g. Question 4)
- Data presented in tables and diagrams
- front cover sheet
- the title of your work
- contents page
- your list of references at the end of your work
- appendices



Draft Submissions



- You are entitled to submit **up to three** assessment criteria for review.
- They must be uploaded at the same time, in one document, with a front cover sheet attached.
- You will only have **one draft opportunity per unit**.

Submit draft submissions via
the Assessment Centre

Plagiarism



Presenting someone else's ideas or work as your own, with or without their consent

Avoid plagiarism
by using Harvard Referencing

Plagiarism Guide
Within Assessment Centre

Harvard Referencing



CIPD standard of referencing materials

Harvard Referencing Guide

- Within Assessment Centre

Harvard Referencing Quick Guide

- Within Resources

Essential on all assessments

Associate Level 5



- ❖ Do not submit this assignment until the end of your course.
- ❖ Complete up to and including Task 2 Activity 3.
- ❖ Save it and set it aside while you work through the rest of your course.
- ❖ At the end of the course, return to this assessment, complete Task 2 Activity 4 and only then submit this assessment in full.

**Alert! Assessment for
5CO03**

Advanced Level 7



- ❖ An ability to learn independently
- ❖ The assessments are demanding
- ❖ Pace yourself to help you fully explore, comprehend and apply the learning

Masters Level Programme

Advanced Level 7



❖ Unit 1 (7CO03)

- ❖ You must complete and submit task 1 from **Unit 1** BEFORE moving onto Unit 2 (7CO01)
- ❖ Task 3 from **Unit 1** requires 'windows of submission'

It is **ESSENTIAL** to
complete the units in
order

How long will it take to study?



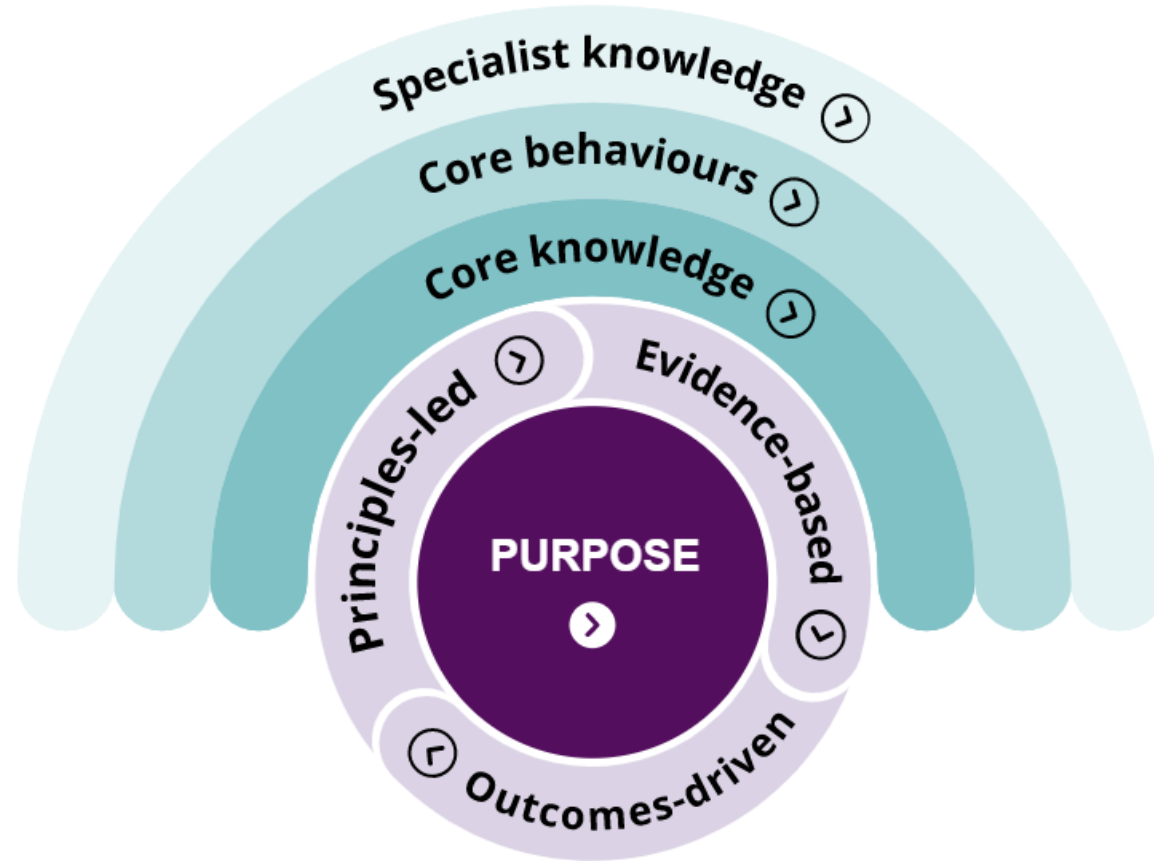
The minimum GLH for this qualification is estimated at 240 hours, the number of total notional hours is estimated at 1200 hours. The qualification units equate to an overall credit value of 120.

Qualification level

Level 7

Details of GLH and notional hours within Course Specification

CIPD Resources



CIPD Membership



www.cipd.co.uk



Knowledge hub

Explore a wealth of resources to support you in your work and studies, including full-text access to over 200 business and HR/L&D journals via EBSCO

EBSCO: Business publications and journals

This is a member-only resource providing full-text access to over 200 leading HR, L&D, business and management journals, as well as access to company profiles and country reports

Path to Success

- **Complete the full Induction section**
- **Plan and Prepare**
 - Read the brief
 - Attend the Assessment Q&A session
- **Learn**
 - Work through sections
 - Attend the Masterclass
- **Assess**
 - Attend the Submission Q&A



Induction



Plan and Prepare



Learn



Assess



ANY QUESTIONS?

Anything else you want to ask?

**Thank you for attending
and taking part**