



# CIPD Intermediate Diploma in Human Resource Management

A training course leading to a professional CIPD qualification

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Delivered in partnership with Watson Martin, a CIPD Approved Centre.

# Why Bakkah?

**Bakkah** is a leading Saudi company that owns two subsidiaries: Consulting Company and Learning Company. With a team of highly experienced and certified professionals, we will help you capitalize on opportunities driven by proven business practices.

We help you obtain professional certificates that will take your career to the next level. Our Learning products focus on building and boosting capabilities by offering the best and latest internationally accredited training courses in various fields, including: Project Management, Human Resource, Business Analysis, Information Technology, Quality Management, Supply Chain Management and Logistics.

We are keen to use and keep up with the latest global learning methods and processes. Since our training courses are flexible and aligned with the global changes, this will ensure an ongoing learning process and build high-quality capabilities.

## Bakkah in Numbers



## Overview of CIPD

The CIPD (Chartered Institute of Personnel and Development) is the main professional body to accredit and award professional HR and People Development qualifications. They provide three distinct qualification levels to suit people at different points in their career: Level 3, Level 5, and Level 7. At each Level, there are three types of qualification: Diplomas, Certificates and Awards. For more information about CIPD certifications, click [here](#).

## Why Watson Martin?

**Watson Martin (WM)** is a leading provider of HR & L&D qualifications. It offers a range of CIPD programmes delivered by highly qualified practitioners with an unrivalled level of strategic experience and professionalism in HR. WM has supported candidates through to successful completion at all levels of CIPD qualification since 2004. It consistently achieves the highest CIPD Quality Assurance rating and is one of only very few CIPD centres approved to offer competency-based assessment (mixed mode) qualifications.



## Course Objective

A CIPD Intermediate qualification in HR Management is aimed at existing and aspiring HR Managers and will help you develop an understanding of how HR contributes to business success.

- Understand the key contemporary business issues and main external factors affecting different operations and the impact on HR
- Understand how organisational and HR strategies and practices are shaped and developed
- Understand what is required to be an effective and efficient HR professional
- Understand key contemporary labour market trends and their significance for workforce planning
- Understand the research process and different research approaches
- Understand the purpose and key objectives of the HR function in contemporary organisations
- Understand the concept and components of employee engagement
- Understand the concept of a high-performance working (HPW) and its contribution to creating and sustaining a high performance working organisation (HPWO)
- Understand the nature, purpose and benefits of coaching and mentoring in organisations
- Understand the different ways coaching and mentoring can be implemented in organisations



## Course Methodology







- This Intermediate Diploma typically takes between 6-12 months to complete.
- Recorded Induction Session: Includes a programme overview and an introduction to the VLE
- Role of Adviser: Eight 1:1 sessions with personal adviser, dates confirmed between candidate and adviser
- Two progress Q+A webinars (live): An opportunity to ask questions about any aspect of your study alongside peers
- Recorded content to view on VLE for core units, covering key aspects
- Assessments are submitted after delivery of all webinars and by the end of 6 months from programme commencement date





## Targeted Audience

This qualification is ideal for those, who:

-  Aspire to become a professional member of the CIPD, as an Associate member
-  Seek to enhance and develop their professional HR knowledge
-  Are contributing to HR decision making at an operational or strategic level and seek to understand the role of HR in the wider context
-  Are an HR professional in a team who has a responsibility for HRM
-  Are responsible for the HR function and activities within an organisation without a specialist function
-  Are working as an independent or employed HRM consultant



## Prerequisite

- Prospective candidates must demonstrate a high standard of both spoken and written English to register onto a CIPD qualification and must have undertaken an approved assessment in the last two years.
- International English Language Testing System (IELTS)  
Intermediate level programmes – a score of 6.0 overall with a minimum of 5.5 in each category.
- Test of English as a Foreign Language (TOEFL) internet based test  
Intermediate level programmes – a score of 79 overall with a minimum of 17 in each category.
- Pearsons Test of English  
Intermediate level programmes – a score of 54 overall with a minimum of 51 in each category.
- Cambridge proficiency or advanced tests Grade C or above or equivalent.



## Course Outline



### 5DVP - Developing professional practice

- Understand CIPD CPD Map, key HR skills, Problem solving, decision making, project management, managing conflict, working in groups and teams, influencing/persuasion/ negotiation. Identifying personal development needs and CPD.



### 5HRF - Managing and coordinating the HR function

- Organisational and HR objectives, how HR is delivered and why e.g. shared services, business partnering. HR metrics and how HR can add value, how HR supports the business with performance.



### 5ENG - Employee engagement

- Understanding of employee engagement, its links and differences to other related concepts. Components of employee engagement and the processes through which high levels of engagement can be secured and sustained within an organisation. Application of HR policies, strategies and practices. Principles and applications for high performance working (HPW).



### 5RST - Resourcing and talent planning

- Labour market trends, factors influencing talent planning and recruitment, retaining employees, managing turnover. Good practice in areas of redundancy/retirement/dismissal.



### 5CHR - Business issues and the contexts of human resources

- Factors influencing HR, HR strategies and delivery. Strategy formulation. Analysis tools, business planning and using data to help the process. How HR contributes to business ethics. HR's role in change management.



### 5UIN - Using information in human resources

- Identify research topic. Primary and secondary research sources, conducting a review of relevant literature, form meaningful conclusions and produce a business report suitable for key stakeholders including a mix of diagrammatic/visual formats.



### 5IVP - Improving organisational performance

- Concept of HPW and how line managers and HR contribute to this. How to build a high performance culture including trust and commitment, barriers to HPW.



### 5ICM - Implementing coaching and mentoring

- Understand coaching and mentoring and the value of both practices. Provide opportunities to enhance coaching and mentoring skills. Explore and differentiate between the concepts of coaching and mentoring. Benefits for different stakeholders. Different models of implementing coaching in organisations, the role of line managers and guidance to support coaching and mentoring activities in organisations.

# Frequently Asked Questions

All your questions about the new qualifications answered - Find out [here](#)



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