

Rules of combination for new foundation level¹ CIPD qualifications: Information for Centres



1 Introduction

1.1 The CIPD is currently developing new qualifications at foundation, intermediate and advanced level. The foundation and intermediate qualifications will be based on units of assessment and rules of combination (ROC).

1.2 This paper focuses solely on foundation level qualifications.

2 Units of assessment and ROC

2.1 Units of assessment are the 'building blocks' on which the new qualifications are structured. Each unit has its own title, level, credit value, aim, learning outcomes, indicative content, assessment criteria and indicative reading. In the survey, we will be asking for your feedback on all aspects of the units except the assessment evidence and indicative reading. We are still developing the scheme of assessment for the units and will finalise the indicative reading next month. Some of the units are still under development but you can check the indicative content for these in annex 1 and give feedback in the 'comments' box in the survey if you wish. The complete units will be ready before the Centres' Conference in June 2009.

2.2 Rules of combination (ROC) are *'the mechanism through which sets of achievement are grouped together into a qualification in the QCF, in a way consistent with the qualification rationale'* (QCA, 2007). The ROC serve two main purposes, they:

- (a) describe the requirements for the award of a qualification
- (b) enable the operation of a credit accumulation and transfer system.

The ROC for new CIPD qualifications are explained in the next section and set of tables.

3 New qualification sizes

3.1 There will be three types of qualification at foundation level: award, certificate and diploma.

3.2 An award will have a minimum credit value of 3 (30 hours of learning time). The new certificates will have a minimum credit value of 27 i.e. 270 hours of learning time, which is comparable in learning time with the current foundation level programmes i.e. Certificate in Personnel Practice (CPP) and Certificate in Training Practice (CTP). The new diplomas will have a minimum credit value of 39 (390 hours of learning time). These diploma qualifications are technically 'extensions' of the certificate qualifications, sharing the same core but affording more options as their credit value is greater (the level remains the same).

3.3 The new certificate qualifications are more flexible than the current CPP and CTP which are essentially prescribed programmes. The new certificates are based on core and optional units and ROC. The ROC for the new Certificate in HR Practice and Certificate in Learning and Development Practice are shown in tables two and three respectively. These tables also indicate how diploma qualifications can be achieved.

3.4 Examples of awards, essentially 'mini qualifications' constructed from the 'menu' of level 3 units, are shown in table one.

¹ Foundation level: L3 England, Wales and Northern Ireland; L6 Scotland; L5 Ireland

Rules of combination for new foundation level CIPD qualifications: Information for Centres



Table 1 Examples of new CIPD awards

HR essentials		Credit value
1	<ul style="list-style-type: none"> Understanding the fundamentals of employment relations and law Supporting good practice in employee relations 	6 3 9
2	<ul style="list-style-type: none"> Resourcing and talent planning Understanding job analysis and design 	6 3 9
3	<ul style="list-style-type: none"> Supporting good practice in performance management Understanding reward systems 	3 3 6
4	<ul style="list-style-type: none"> Delivering learning and development activities 	6 6
5	<ul style="list-style-type: none"> Undertaking a learning needs analysis Recording, analysing and using learning and development information 	3 3 6
6	<ul style="list-style-type: none"> Developing coaching skills for the workplace 	3 3

Notes:

- 1 The examples in table 1 are only illustrative examples. The 'larger' awards are based on a cognate grouping of units of assessment i.e. units that have a complementary technical relationship e.g. in examples 1, 2, 3 and 5.
- 2 The ROC also permit achievement of an award by taking one of the units on its own e.g. taking the unit on 'delivering learning and development activities' or 'developing coaching skills for the workplace' e.g. examples 4 and 6.
- 3 Learners completing awards can carry forward their credits to the certificate or diploma pathways and fulfil the requirements for those qualifications by completing the required core units and the outstanding number of credit points required for the certificate or diploma, whichever qualification route is chosen.

Rules of combination for new foundation level CIPD qualifications: Information for Centres



Table 2 ROC for new CIPD Certificate in HR Practice (27 credit points)

Unit title	Credit value	Designation
<i>Developing yourself as an effective HR professional</i>	3	Core
<i>Understanding HR and the organisational context</i>	3	Core
<i>Recording, analysing and using HR information</i>	3	Core
<i>Understanding the fundamentals of employment relations and law</i>	6	Core
=	15 credits	
<i>Resourcing and talent planning</i>	6	Option
<i>Understanding job analysis and design</i>	3	Option
<i>Supporting good practice in performance management</i>	6	Option
<i>Understanding reward systems</i>	3	Option
Supporting change within organisations	3	Option
Developing customer service skills for a shared services environment	3	Option
<i>Supporting good practice in employee relations</i>	3	Option
One of the units from the Certificate in Learning and Development Practice (see table 3) (maximum of 6 credits only)	6 or 3	Option
=	12 credits	

Notes:

1 Certificate in HR Practice (27 credits)

Learners will be required to take the core units (total of 15 credit points) and may choose units from the options listed in table 2 (and/or table 3) up to a value of 12 credit points in total. This allows considerable flexibility e.g. 2 x 6 credit units; 4 x 3 credit units; 1 x 6 credit units plus 2 x 3 credit units. Students enrolled on the Certificate in HR Practice must take a unit or units totalling a minimum of 6 credits from the HR list in table 2.

2 Diploma in HR Practice (39 credits)

Learners seeking a Diploma in HR Practice will be required to take the same core as the certificands and an additional set of units from table 2 (and/or table 3) totalling a minimum of 24 credit points. Of the 24 credits for the options, a minimum of 12 credits must be taken from the HR options.

Rules of combination for new foundation level CIPD qualifications: Information for Centres



Table 2 ROC for new CIPD Certificate in Learning and Development Practice (27 credit points)

Unit title	Credit value	Designation
<i>Developing yourself as an effective Learning and Development (L&D) professional</i>	3	Core
<i>Understanding L&D and the organisational context</i>	3	Core
<i>Recording, analysing and using L&D information</i>	3	Core
<i>Delivering learning and development activities</i>	6	Core
=	15 credits	
<i>Undertaking a learning needs analysis</i>	3	Option
<i>Preparing and designing learning and development activities</i>	3	Option
<i>Evaluating learning and development activities</i>	3	Option
Developing coaching skills for the workplace	3	Option
Developing mentoring skills for the workplace	3	Option
One of the units from the Certificate in HR Practice (see table 2) (maximum of 6 credits only)	6 or 3	Option
=	12 credits	

Notes:

1 Certificate in Learning and Development Practice (27 credits)

Learners will be required to take the core units (total of 15 credit points) and may choose units from the options listed in table 3 (and some from table 2) up to a value of 12 credit points in total. This allows considerable flexibility e.g. 2 x 6 credit units; 4 x 3 credit units; 1 x 6 credit units plus 2 x 3 credit units. Students enrolled on the Certificate in L&D Practice must take units totalling a minimum of 6 credits from the L&D list in table 3.

2 Diploma in L&D Practice (39 credits)

Learners seeking a Diploma in L&D Practice will be required to take the same core as the certificands and a minimum of four L&D units from table 3, plus units from table 2 to achieve an overall total of 24 credits for the options.

Rules of combination for new foundation level CIPD qualifications: Information for Centres



Annex 1 Content of foundation level units under development

Unit of assessment	Credits	Indicative content
Supporting change within organisations	3	<ul style="list-style-type: none"> • Brief introduction to change theory • Rationale for change in organisations • Reactions to the impact of change in the workplace • Supporting the implementation of change in the organisation by: helping employees understand the reasons for change; the results expected; the employee's role in the change process
Developing customer service skills for a shared services environment	3	<ul style="list-style-type: none"> • Introduction to the principles of customer service excellence in HR • Ways of measuring customer satisfaction • The importance of data collection, analysis and reporting levels of customer satisfaction • Improving customer service skills in a shared services environment
Developing coaching skills for the workplace	3	<ul style="list-style-type: none"> • Understanding the nature and purpose of coaching • Different models of coaching • Using coaching techniques to improve performance in the workplace • Developing action plans for coaching in the workplace
Developing mentoring skills for the workplace	3	<ul style="list-style-type: none"> • Understanding mentoring and different mentoring styles • Developing mentoring skills • Supporting mentees with their development in the workplace • Supporting the establishment of mentoring in the workplace

Note:

These units are work in progress but you can give feedback on the indicative content in the 'additional comments' part of the survey.