

# ***CIPD - The Chartered Institute of Personnel and Development***

## ***PwC's Academy***

The educational institute, The Academy, is the unique project of PwC. As one of the few such institutions in Slovakia, it offers the internationally recognised certifications and qualifications of leading professional organisations such as the ACCA, CIMA, PMI, and CIPD; as well as training courses on various professional topics.

Our vision is to help you to educate future leaders; those you need to succeed in the global marketplace.

**CIPD** membership keeps you up to date with developments in the fast-changing HR profession, ensuring professional recognition in the workplace.

The institute supports those responsible for the management and development of people within organisations - its aim is to drive sustained organisation performance through HR, shaping thinking, leading practice and building HR capability within the profession.

CIPD certifications give HR professionals the recognition and mark of professional competence, enhanced career prospects and a wealth of other benefits.



## ***Why should I become a CIPD Member?***

CIPD membership opens up unique networking and development opportunities through online communities.

It keeps you up to date with developments in the HR profession, including:

- exclusive access to the CIPD Profession Map;
- member-only resources, including the latest research, employment law updates and news;
- access to over 350 HR and development online journals and magazines;
- comprehensive library and information services, conferences and publications.

CIPD - The Chartered Institute of Personnel and Development is the professional body for HR and people development.

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***The Academy***

# CIPD Qualifications and Masterclasses

## **Benefits of studying CIPD qualifications**

- **Valued by employers;** you can be sure CIPD qualifications will equip you with the knowledge and skills that employers are looking for.
- **HR in a business context;** all CIPD qualifications focus on the role of HR in building sustainable business success.
- **Flexible to meet your needs;** Learn at your own pace and gain credit for your achievements. CIPD certificates and diplomas have a range of optional units to meet your particular development needs.
- **HR and L&D study paths;** the opportunity to branch out into HR, Learning and Development and other specialisations at Foundation, Intermediate and Advanced level.



## **The Academy's CIPD offerings**

To achieve a high level of competence across a range of specialisms, we offer qualifications and masterclasses for individuals at every stage of their career, to progress in their chosen HR or L&D specialisation:

- **CIPD Certificate in Human Resource Practice (CHRP)**

Recommended for key talents and future leaders in HR teams as their retention and professional development incentive.

- **CIPD Certificate in Human Resource Management (CHRM)**

This qualification is suitable for those who are already working in a managerial position in HR, leading a team of people or individual projects.

- **CIPD Masterclasses**

A series of one-day seminars on various topics in the field of HR designed for HR professionals.

The qualifications provide the underpinning knowledge that can be used towards your application for CIPD professional membership.

## **Contact**

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# CIPD: Certificate in Human Resource Management

**CIPD** - The Chartered Institute of Personnel and Development is the professional body for HR and people development.

**CIPD Certificate in Human Resource Management (CHRM)** is suitable for those who are already working in a managerial position in HR, leading a team of people or individual projects.



## CHRM with The Academy

- 1 year study programme certified by CIPD delivered by PwC's Academy.
- 12 training days.
- Webinars and virtual classrooms after each module (60 minutes, case study based).
- Assessment in a form of an essay/case study/report of 3000 words submitted through VLE to CIPD assessors for marking after each module.
- Self-directed learning (recommended list of reading - books, articles and researches; time investment of approximately the same number of hours as for the classroom training).
- Personal tutor support.
- English language.

## Module I (2 days)

### Developing Professional Practice

- Understand what is required to be an effective and efficient HR professional.
- Be able to perform efficiently and effectively as a self-managing HR professional.
- Be able to perform efficiently and effectively as a collaborative member of working groups and teams and as an added-value contributor to the organisation.
- Be able to apply CPD techniques to construct, implement and review a personal development plan.

## Module II (2 days)

### Business Issues in the Contexts of HR

- Understand key contemporary business issues affecting the HR function within private, public and third sector organisations.
- Understand the main external contextual factors impacting on organisations and the HR function.
- Understand the role of HR in the managing of contemporary business issues and external contexts.
- Understand how organisational and HR strategies and practices are shaped and developed.
- Know how to identify and respond to short-term changes in the business and external contexts.

# CIPD: Certificate in Human Resource Management - CHRM

## **Module III (1 day)**

### Using Information in HR

- Know how to identify and scrutinise appropriate HR data sources.
- Be able to conduct small-scale research and analyse the findings.
- Be able to draw meaningful conclusions and evaluate options for change.
- Know how to deliver clear, business-focused reports on an HR issue.

## **Module VI (2 days)**

### Managing and Co-ordinating the Human Resources Function

- Be able to explain the purpose and key objectives of the HR function in contemporary organisations.
- Understand how HR objectives are delivered in different organisations.
- Understand how the HR function can be evaluated in terms of value added and contribution to sustained organisation performance.
- Understand the HR function's contribution to effective change management.
- Be able to explain the role of ethics and professionalism in HR management and development.
- Understand the relationship between organisational performance and effective HR management and development.

## **Module IV (3 days)**

### Resourcing and Talent Planning

- Understand key contemporary labour market trends and their significance for different kinds of organisation and in different country contexts.
- Be able to undertake core talent planning activities.
- Know how to contribute to the development of resourcing strategies.
- Be able to manage recruitment and selection activities effectively and within the expectations of the law and good practice.
- Understand how to maximise employee retention.

## **Module V (2 days)**

### Reward Management

- Understand the business context of reward and the use of reward intelligence.
- Understand the key perspectives that inform reward decision making.
- Understand key reward principles, policies and practices.
- Understand the role of line managers in promoting a performance culture, in reward decision making and driving sustained organisation performance.



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# CIPD: Certificate in Human Resource Practice

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**CIPD Certificate in Human Resource Practice (CHRP)** is recommended for those who are working in an HR role and wish to develop their knowledge and skills, and enhance their career with a CIPD qualification.



## Features of the programme

- The core areas of HR are covered.
- Interactive delivery programme which encourages networking with fellow students and uses case studies to explore key concepts.
- The latest HR research and insights is referred to in the study materials and Virtual Learning Environment (VLE).
- The program is accessed via a combination of reports and essay style assessments submitted electronically to the CIPD.
- The programme is delivered in English and regularly reviewed by the CIPD's learning delivery arm and The PwC Academy.
- Personal tutor support is available throughout the programme.

**Programme Structure:  
5 modules, 10 training days**

### Module I (2 days)

#### *Introductory Workshop and Professional Development*

- Understand the knowledge, skills and behaviours required to be an effective HR practitioner, whether the role is generalist or specialist.
- Learn how to deliver timely and effective HR services to meet organisation's needs.
- Be able to reflect on own practice and development needs and maintain a plan for personal development.

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# CIPD Certificate in Human Resource Practice - CHRP

## Module II (2 days)

### Managing, Recording, Analysing and Using HR Information (1 day)

- Understand what data needs to be collected to support HR practices (data accuracy), data management in all areas of HR.
- Learn how HR data should be recorded, managed and stored (manually or electronically) and its legal implications.
- Be able to interpret and analyse HR information and present findings clearly and accurately to support decision making.

### Understanding Organisations and the Role of HR (1 day)

- Understand the purpose of an organisation and its environment.
- Understand the structure, culture and function of an organisation.
- Understand the role of HR operations within an organisation and how HR activities can support the organisation.

## Module III (3 days)

### Job Analysis (1 day)

- Be able to explain the principles, purposes and practice of job analysis and job design, articulate the purpose of disaggregating jobs into component parts and contribute to the process.
- Explore additional ways how job analysis is used, including but not limited to recruitment, selection, job evaluation and equal pay.

### Resourcing Talent (2 days)

- Introduction to the resourcing and talent planning process, understanding the factors that affect an organisation's talent planning, recruitment and selection policy.
- Identify appropriate recruitment and selection methods and benefits of attracting a diverse workforce.
- Writing job descriptions, job advertisement process, shortlisting, face-to-face or telephone interviews, job offers and rejection letters.
- Key legislation for recruitment and selection.

## Module IV (2 days)

### Performance and Reward Management

- Understand how motivational theories and associated tools can be used and can have a positive impact on the business objectives.
- Good practice related to performance management reviews and the role of financial and non-financial benefits, determinants of reward decisions.
- Learn how to conduct and reflect upon a performance review.

## Module V (1 day)

### Change within Organisations

- Identify the main factors that must be considered in the change process and understand why the organisation needs to change – internal and external factors.
- Understand the impact of change on employees and the role of HR, analyse how people respond to change.
- Explore different ways of managing change.

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