



**University
of Worcester**
University of Worcester
Business School

CIPD

Chartered Institute
of Personnel and
Development

CIPD Handbook

Worcester Business School



Contents

What is the CIPD?

Membership

Accreditation

Testimonials

Contacts

What is the CIPD?

The CIPD is the Chartered Institute of Personnel and Development, a registered Charity, established to promote the art and science of the management and development of people for public benefit. Founded in 1913 by a group of people responsible for the well-being of factory workers, the CIPD has stayed true to the same purpose: existing to champion better work and working lives for the benefit of individuals, businesses, economies, and society.

The CIPD is committed to not only finding and championing ways of defining, organising, and managing work that benefits business and create economic value, but also to promoting ways of improving working lives that contribute to a fairer and more prosperous society.

Worcester Business School provides an Accredited Programme which gives you the chance to study for a university named award, such as a Degree or Masters that has been accredited by the CIPD and aligned to the Profession Map. You will receive your qualification certificate from the University of Worcester, and successful completion leads to a CIPD Foundation or Associate Membership, depending on your qualification. Renew your membership each year, upgrade as your career progresses and keep the CIPD as your lifelong career partner.

The CIPD is the only professional body in the world that can confer individual Chartered status on Human Resources and Learning and Development professionals.

Membership

Why does membership link to my studies?

A CIPD qualification builds your capability by equipping you with the knowledge, skills and behaviours to make an impact at the relevant level. It also leads to a CIPD membership grade, which demonstrates your commitment to maintaining capability through ongoing professional development.

What are the benefits of membership?

CIPD membership gives you the tools to nurture your professional growth, along with all the support you need to shape your own future with confidence. The CIPD will help you achieve your goals, accelerate your professional development and stay up to date with the latest learning.

The CIPD has a commitment to supporting your growth, developing your career, saving you money, and providing access to a thriving community of almost 160,00 people professionals, worldwide.

You'll be part of the CIPD community where you can network and learn from the experience of senior professionals, as well as connect with fellow Student Members for friendly support.

Supporting your growth



Knowledge Hub



Dedicated wellbeing services



Employment law support



Legal helplines



People management

Developing your career



Professional credibility



CIPD Learning Hub and CPD



Profession Map learning content



Career support

Join a thriving community



A global network



Community close to you



Volunteering opportunities

Saving you money



Discounts and rewards



HR-inform



Professional indemnity insurance



Discounted events



Financial assistance

Is CIPD accreditation recognised internationally?

Many employers insist on CIPD qualifications as a minimum job requirement, in fact, one 2019 UK study* found that of 200 senior HR job advertisements, 135 stated CIPD qualifications as necessary.

*<https://bit.ly/3SymMxH>

CIPD works internationally with employers, such as the BBC, Deloitte, M&S and Standard Chartered. Their standards are recognised internationally and are proactively engaged in directing and developing international HR standards.

How do I become a member?

If you're studying or about to study a CIPD qualification, you can become a Student Member by registering here: <https://www.cipd.co.uk/membership/grades/student>, or by scanning the QR code below:



You'll need to enter details such as your name and postal address; pay for your membership for the year, plus a one-off joining fee. More information about the associated fees can be found below.

When you join, you'll gain immediate access to essential HR and development resources, plus dedicated student resources, to support you in your study and throughout your career in Human Resources or Learning and Development.

How much does it cost?

Qualification fee (tuition fees)	Set by individual study centres
Joining fee (one-off administrative fee)	£40
18-month Student Membership fee**	£156

**This membership runs from 1st January 2024 - 30th June 2025; however, you can join at any time, and this may affect how much you pay. Please contact the CIPD for more details on this.

The joining / administration charge is a one-off charge which is paid when you first become a member, or when you rejoin after letting your membership relapse.

The total cost of membership = Qualification fee (tuition fees) + Joining fee + Membership fee

Student membership is discounted, and you must enrol on your qualification within nine months of becoming a Student Member.

Please ensure to email the PAS team at wbs@worc.ac.uk when you register; with your full name, details of the email address you signed up with along with your student number, DOB, course name and your CIPD membership number.

In the case this is not done, there may be a significant delay in receiving your CIPD accreditation when you complete your studies.

Accreditation

What modules do I have to take? This depends on which course you are taking or would like to take.

For BA (Hons) Business & Human Resource Management (Intermediate):

Level 4			
Unlocking Individual Potential BMGT1220	Customer Insight & Marketing BMGT1000	Data Driven Decisions BMGT1001 or Language	Generation Digital BMGT1002
		Financial Management BMGT1111	
Level 5			
Unlocking Organisational Potential BMGT2220	Creating a High Perform Workforce BMGT2210	Consultancy and Research Methods BMGT2400	Option
	Developing Employee Talent BMGT2221		Option
Optional - Third year abroad (WORC3000) or Work Placement (BMGT3404) or Overseas Work Placement (BMGT3405)			
Level 6			
International Business Strategy BMGT3200	Strategic Challenges for HRM BMGT3210	Research Project BMGT3400	Option

Students must successfully take and pass:

- | | | |
|-------------|-------------|-------------|
| 1. BMGT2220 | 4. BMGT2400 | 7. BMGT3400 |
| 2. BMGT2210 | 5. BMGT3200 | |
| 3. BMGT2221 | 6. BMGT3210 | |

For MSc Human Resource Management (Advanced):

Level 7			
Engaging the Diverse Workforce BMGT4322	Managing Corporate Reputation BMGT4309	International HRM BMGT4321	Research Methods BMGT4375
Leadership and Change Management BMGT4301	Coaching and Mentoring BMGT4323	<div>2 Optional modules from:</div> <ul style="list-style-type: none">Managing Across Cultures BMGT4317Business Information Systems BMGT4316Managing for Sustainable Futures BMGT4318Cybersecurity and the Online Market BMGT4315Corporate Entrepreneurship and Innovation BMGT4305	
Research Project 60 credits BMGT4376			

Students must successfully take and pass:

- | | | |
|-------------|-------------|-------------|
| 1. BMGT4322 | 4. BMGT4375 | 7. BMGT4376 |
| 2. BMGT4309 | 5. BMGT4301 | |
| 3. BMGT4321 | 6. BMGT4323 | |

What is the process after graduation?

Once you have successfully completed your award, Worcester Business School liaises with the CIPD membership group to input your results, which leads to a change your membership. This will be from a Student Member to an Associate Membership (Intermediate) or Chartered Member Membership (Advanced), depending on your qualification. You will receive a certificate from the CIPD.

The CIPD will issue you with your membership certificate once we've processed your qualification results. You'll automatically be upgraded to Associate or Chartered Member and will receive your membership certificate within 10 days of it being issued (or longer if posting it to a non-UK address).

How long does the process take?

The process after you graduate takes two to three months.

Testimonials

'The wide range of practical and relevant resources available through CIPD membership has made preparing for assignments easy to embed into my routine and ensures that I stay sharp and connected' – Miranda, Student Member



'The CIPD resources on the website have been really helpful in supporting my studies and my work' – Lewis, Student Member

Key contacts

Who can I contact if I need help, guidance, have questions or queries?

Worcester Business School	Alison Patterson	a.patterson@worc.ac.uk	MH 1004
Worcester Business School	Admin Enquiries (Kaylyn Cater)	wbs@worc.ac.uk	MH G004
CIPD	Membership & qualifications enquiries	+44 (0)20 8612 6208	Mon-Fri, 09:00-16:00

