

CIPD Level 5

Associate Diploma in
People Management



Contents

• Course Overview	03
• Course Structure	08
• Course Breakdown	10
◦ Associate Diploma in People Management	10
• Why Choose Us?	19
• About Us	20

Course Overview

The **CIPD Associate Diploma in People Management** builds on the **CIPD Level 3 Foundation Certificate**, enhancing learners' skills to become effective HR and People Management leaders. It deepens understanding of professional behaviours that drive organisational success, enabling significant impact. Upon completion, **CIPD Associate Membership** (Assoc CIPD) is attained. This qualification is equivalent to the **RQF Level 5**.

The qualification takes **12 to 16 months** to complete and focuses on developing expertise in people management, including employee relations, talent management, and performance management strategies.

Key Features



Develops expertise in people management and HR leadership.



Focuses on practical HR strategies for improving organisational performance.



Covers key areas like talent management, employee relations, and organisational behaviour.



Builds skills in ethical decision-making and strategic HR management.

Who is it for?

The **Associate Diploma in People Management** is ideal for professionals seeking to advance their HR expertise.

Individuals who would benefit include:

Aspiring HR Managers

HR Practitioners

Employee Relations Specialists

Talent Management Consultants

Organisational Development Professionals

Entry Requirements

- Designed for learners **aged 18+** interested in people practice or L&D.
- There are no formal entry requirements, but centres are expected to conduct assessments to ensure the CIPD Level 5 Associate Qualifications is appropriate for them.

English Language Requirements

If English is not the learner's first language, it is recommended (but not mandatory) that learners meet one of the following criteria:

IELTS : Overall score of **5.5**, with a minimum of **5.5** in each category.

TOEFL : Total score of **71**, with at least **17** in each category.

Cambridge : **Grade C** or above.

Exemptions

- 1 **Recognition of Prior Learning (RPL)**
Enables learners to meet assessment criteria using existing knowledge or skills.
- 2 **CIPD Qualifications**
Previous CIPD units may qualify for exemptions as listed here [Exemption Process](#) 
- 3 **Non-CIPD Qualifications**
Non-CIPD Qualifications may also be eligible for exemptions where applicable.
- 4 **Exemption Limit**
Exemptions are subject to fees and limited to a maximum of 50% of the qualification.

Credits Transfer

Here are the criteria for transferring credits from previous qualifications to CIPD Qualifications.

- Allowed if prior qualifications align with the Level 5 Associate Diploma.
- Credits may be transferred from recognised HR or L&D qualifications.
- Credits must cover at least **80%** of the relevant unit's learning outcomes.

For more details on credit transfers, visit the [CIPD Credits Transfer Page](#) 

Course Structure

Key details for the **Associate Diploma in People Management** units

		Exam Name	Code	Choice	Exam Format	Credits	Guided Learning Hours	Total Qualification Time
3 CORE UNITS		Organisational performance and culture in practice	5CO01	Compulsory	Assignment	7	70	30
		Evidence-based practice	5CO02	Compulsory	Assignment	6	60	25
		Professional behaviours and valuing people	5CO03	Compulsory	Assignment	5	50	20
3 SPECIALIST UNITS		Employment relationship management	5HR01	Compulsory	Assignment	6	60	25
		Talent management and workforce planning	5HR02	Compulsory	Assignment	6	60	25
		Reward for performance and contribution	5HR03	Compulsory	Assignment	6	60	25
OPTIONAL UNIT		Leadership and management development	5OS06	Elective	Assignment	6	60	25
Accreditation Body			CIPD					
Avg. Completion Time			It will take 12-16 months to complete all the modules and exams					

NOTE

- **Guided Learning Hours (GLH)** = Supervised learning time (classroom, online tutorials, live sessions)
- **Total Qualification Time (TQT)** = GLH + Independent study time (reading, preparation, unsupervised assessment)
- **Credit Values** = Each Credit is equivalent to 10 hours of TQT (For example, if TQT = 420 hours, Credit = 42)

Assessment and Grading

Assessment Approach:

- For the CIPD Level 5 Associate Diplomas, there are no formal examinations. Instead, learners will complete practical assignments based on real-world HR scenarios.
- Centres will mark and moderate assignments internally, while the CIPD will validate marks through sampling before releasing results to learners.

Grading:

- The qualification is not graded. Learners receive a Pass or Fail based on meeting all assessment criteria.

Progression

Learners are required to complete a total of **seven units** to earn **Associate Diploma in People Management**. Successful achievement of the CIPD Level 5 Associate Diploma will allow progression onto the **CIPD Level 7 Advanced Diplomas**.

Course Breakdown

The **Associate Diploma in People Management** equips professionals with the skills to advance into senior HR roles. The qualification consists of **seven units**, structured as follows:

- **Core Units** : Must complete.
- **Specialist Units** : For specific career directions.
- **Optional Unit** : Optional for extra expertise.

To complete the course, learners must complete **three core units, three specialist units**, and **one optional unit**, ensuring a well-rounded, customised learning experience aligned with their HR career goals.

Core Units

- Organisational Performance and Culture in Practice (5CO01)
 - Evidence-based Practice (5CO02)
 - Professional Behaviours and Valuing People (5CO03)
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Specialist Units

- Employment Relationship Management (5HR01)
 - Talent Management and Workforce Planning (5HR02)
 - Reward for Performance and Contribution (5HR03)
-

Optional Unit

- Leadership and Management Development (5OS06)

Core Units : There are **three mandatory units** that focus on essential HR skills for effective people management.

Organisational Performance and Culture in Practice (5CO01)

This unit examines how organisational structure and external factors, including digital trends, influence business strategy, workforce planning, culture, employee wellbeing, and organisational performance.

Total Qualification
Time

70
Hours

Exam Format: Assignment

Guided Learning
Hours

30
Hours

Learning Outcomes:

Understand how organisational structure, strategy, and people practices align to support business goals and the employee lifecycle.

Credit Values

7
Credits

Evidence-based Practice (5C002)

This unit emphasises the importance of using quantitative and qualitative evidence to inform critical thinking and improve decision-making. It highlights ethical analysis and the role of measuring people's practices to create value.

**Total Qualification
Time**

60
Hours

Exam Format: Assignment

**Guided Learning
Hours**

25
Hours

Learning Outcomes:

Understand evidence-based practice, analyse data, assess ethical decision-making, and evaluate the impact of people practices on the organisation.

Credit Values

6
Credits

Professional Behaviours and Valuing People (5CO03)

This unit focuses on how ethical practice, inclusivity, and professional behaviours build positive relationships, support employee wellbeing, and improve performance.

**Total Qualification
Time**

50
Hours

Exam Format: Assignment

**Guided Learning
Hours**

20
Hours

Learning Outcomes:

Explore ethical behaviours, champion inclusivity, design relationship solutions, and commit to ongoing professional development.

Credit Values

5
Credits

Specialist Units : There are three mandatory units that focus on key aspects of people management, including talent management and performance rewards. These units allow learners to specialise and develop deeper expertise in effectively managing and enhancing workforce performance.

Employment Relationship Management (5HR01)

This unit explores key strategies and tools for managing employee relationships, aiming to improve work experiences and boost organisational performance.

**Total Qualification
Time**

60
Hours

Exam Format: Assignment

**Guided Learning
Hours**

25
Hours

Learning Outcomes:

Learn to manage employee involvement, conflict, and grievance matters lawfully.

Credit Values

6
Credits

Talent Management and Workforce Planning (5HR02)

This unit focuses on effective workforce planning, talent development, onboarding, and managing risks and costs through appropriate tools and strategies.

**Total Qualification
Time**

60
Hours

Exam Format: Assignment

**Guided Learning
Hours**

25
Hours

Learning Outcomes:

Learn about labour market trends, workforce planning, recruitment methods, talent retention, and managing contracts and onboarding.

Credit Values

6
Credits

Reward for Performance and Contribution (5HR03)

This unit explores how internal and external factors shape reward strategies, the financial impact of rewards, and the role of performance-based rewards in business.

**Total Qualification
Time**

60
Hours

Exam Format: Assignment

**Guided Learning
Hours**

25
Hours

Learning Outcomes:

Understand the principles of reward, its impact on performance, benefits and recognition schemes, data benchmarking, and relevant legislation.

Credit Values

6
Credits

Optional Unit : There is **one optional unit** available to deepen knowledge in leadership and management.

Leadership and Management Development (5OS06)

This unit develops leaders and managers to create a diverse, high-performing environment, using tools to enhance organisational effectiveness.

**Total Qualification
Time**

60
Hours

Exam Format: Assignment

**Guided Learning
Hours**

25
Hours

Learning Outcomes:

Understand leadership development needs, assess roles and skills, and evaluate the impact of leadership programmes and inclusion.

Credit Values

6
Credits

Why Choose Us?



Accredited by CIPD

This course is accredited by CIPD. All CIPD courses will be exclusively delivered via Oakwood International.



Flexible Learning

Offers various learning methods tailored to individual needs.



Comprehensive Support

Expert trainers provide guidance throughout your learning journey.



Global Reach

Delivers a truly global learning experience, catering to learners worldwide.

About us

Oakwood International is a leading provider of professional training specialising in Human Resources, Management, and Leadership Qualifications. We offer a comprehensive range of courses, including CIPD, ILM and CMI Qualifications.

We offer a broad selection of accredited courses in people management, coaching and mentoring, and organisational development designed to enhance professional growth. Our key accredited training courses include CIPD, ILM, and CMI, ensuring industry-recognised qualifications. We prioritise flexibility by offering multiple learning methods, including classroom, online, and virtual classrooms, providing learners access to world-class education regardless of location or schedule.

98% Success Rate

25K+ Learners

22+ Years of Experience

10+ Courses Running Daily

5K+ Corporate Clients