

Common elements for all CIPD certificate qualifications

All CIPD certificate-level qualifications cover certain knowledge, skills and competencies. For educational centres, these may be taught and assessed separately, or integrated into the teaching and assessment arrangements for the particular programme. Centres must be able to indicate where these are covered in their programme design. Guidelines on the assessment schedule for certificate-level programmes are set out in the *Quality Management Handbook*.

Communication

Candidates must demonstrate that they are able to:

- write a report
- obtain information by interview
- give and receive feedback on behaviour and performance
- build relationships with others.

They must also demonstrate interpersonal skills such as listening, conveying information, responding to questions etc.

Self-management (improving own learning and performance)

Candidates must demonstrate that they are able to:

- set personal objectives
- appraise their own performance
- reflect on their own practices for the purposes of learning and improvement
- maintain a personal development plan.

Understanding the work context

Candidates must demonstrate that they are able to:

- plan and administer resources
- contribute to the interpretation of personnel information.

They must also demonstrate that they understand and can explain:

- the corporate environment
- factors affecting individual performance (eg systems, relationships, performance criteria, motivation and reward)
- the performance management process and its rationale
- employment relationships
- roles in relation to personnel and development (ie training, personnel and line management)
- the concept of contribution to organisational success.

Relevant legislation

Candidates must demonstrate a broad understanding of, and be able to explain, relevant legislation.

The common certificate elements are integrated into the indicative content. It has been customised to reflect the role of a personnel practitioner.