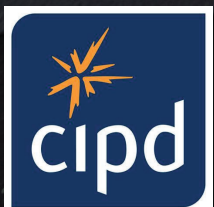


Level 7
Certificate
in
Human
Resources

HR





The CIPD is the professional body for HR and people development. We have over 130,000 members internationally - working in HR, learning and development, people management and consulting across private businesses and organisations in the public and voluntary sectors.

As an independent and not for profit organisation, we are committed to championing better work and working lives for the benefit of individuals, business, the economies and society - because good work and all it entails is good for business and society at large, and what is good for business should also be good for people's working lives.

We bring together extensive research and thought leadership, practical advice and guidance, professional development and rigorous professional standards to drive better capabilities and understanding in how organisations of all kinds operate and perform, and in how they manage and develop their people. A Royal Charter enables us to confer individual chartered status on members who meet the required standards of knowledge, practice and behaviours.

www.cipd.co.uk/cipd-hr-profession/about-us/default.aspx



TalentCorp was established on 1 January 2011 under the Prime Minister's Department to formulate and facilitate initiatives to address the availability of talent in line with the needs of the country's economic transformation. Collaborating closely with relevant Government agencies and employers in priority economic sectors, TalentCorp develops demand-driven initiatives to enhance graduate employability, promote talent diversity, engage Malaysians abroad and facilitate foreign talent.

www.talentcorp.com.my



Located in the heart of buzzing Kuala Lumpur at Jalan Ampang, NOESIS Exed Sdn Bhd was established in 2009 by key former members of a local education institute. Since then NOESIS has gone from strength to strength. It now provides a range of professional programmes from a number of prestigious international professional certifying bodies, as follows:

- CFA • CPA AUST • CIMA • CIM • CIPD •

Our accreditation from these these institutions include:

- Chartered Financial Analyst® (CFA) – CFA Institute Prep Providers Guideline Programmes
- Certified Practising Accountants Australia (CPA AUST) – Registered Tuition Provider in the Klang Valley
- Chartered Institute of Management Accountants (CIMA) – Provider of all levels, including gateway and CBA Exam Centre
- Chartered Institute of Marketing (CIM) – Active Accredited Study Centre and National Exam Centre
- Chartered Institute of Personnel and Development (CIPD) – First Non-UK accredited institution to offer advanced level programme

www.noesis.com.my

Level 7 Certificate in Human Resources

Programme Eligibility Requirement	HR Degree holder, no experience required OR Masters in HR, no experience required OR Relevant Degree with 3 years HR/ Line management/Training/HR Consulting Experience Relevant Diploma with 5 years HR/ Line management/Training/HR Consulting Experience MBA with 1 year Line Management/Training/ HR Consulting Experience
Assessment Format	Exams and Assignments
Method of Study	40 hours in-person Workshop sessions with CIPD module experts including mock tests
Programme Duration	1 year 4 months
Programme Materials	Students are provided with lecture materials and mock exam questions. Students will also be given full access to CIPD reports, publications, various academic resources and text books.
Student Support Services	You will have access to myNoesis, our e-learning platform which contains questions, notes and other resources.
Course Fee TalentCorp Incentive (Upon successful completion of 4 modules) Company Investment	RM 12,000.00 per person RM 6,000.00 (50% of the course fee) RM 6,000.00 (HRDF Claimable, subject to HRDF Approval) The Course Fees include : CIPD Admission Fee Annual Student Subscription Fee Assessment/Exam Fee Registration and Tuition Fees Text books and Materials

Commencement of Semesters

Intakes	February, June, September every year	Exam and Assignment Submission
Semester 1	February to May	End May
Semester 2	June to September	End September
Semester 3	October to January	End January

Programme Structure

Semester 1

Semester 2

Semester 3

		Organisation Design and Development
	Resourcing and Talent Management	Leading Managing and Developing People
HRM in Context	Skills for Business Leadership (Sem 1)	Skills for Business Leadership (Sem 2)
Leadership and Management Development	Understanding and Implementing Coaching and Mentoring	Investigating a Business Issue from a HR Perspective (Sem 2)
Skills for Business Leadership (Sem 3)	Investigating a Business Issue from a HR Perspective (Sem 1)	

Module options for the CIPD Level 7 Certificate in Human Resources

IBI Investigating a Business Issue from an HR Perspective	LMDP Leading, Managing and Developing People	HRM Human Resource Management in Context
SBL Developing Skills for Business Leadership	OD Organisational Design and Development	UCM Understanding and Implementing Coaching and Mentoring
	RTM Resourcing and Talent Management	LMD Leadership and management development

Those completing all 8 subjects achieve the CIPD Level 7 Diploma in Human Resource Development

Chartered Status

Chartered CIPD Membership

Completion of the CIPD level 7 Certificate in Human Resources (any 4 subjects) allows you to achieve Associate Membership of CIPD. It also moves you well on the way to becoming a Chartered Member. Completion of the 8 subjects leads to the award of the CIPD Level 7 Diploma in Human Resource Development which covers the underpinning knowledge required for CIPD Associate, Chartered Member or Chartered Fellow. The CIPD Level 7 Qualification is comparable to the Qualifications and Credit Framework (QCF) level 7 in England, and comparable to European Qualifications Framework (EQF) level 7. It is equivalent to a postgraduate level qualification.

<http://www.cipd.co.uk/qualifications/advanced>

Associate Membership

<http://www.cipd.co.uk/membership/professional/associate-membership.aspx>

Chartered Membership

<http://www.cipd.co.uk/membership/upgrading/chartered-membership-upgrading.aspx>

Programme Suitability

Who is the Level 7 Certificate in Human Resources suitable for?

Those who have responsibility for Human Resource (HR) decision making within an organisation at either operational, tactical or strategic level.

Those who are HR professionals in a team or an HR functional management role and who are seeking to enhance and develop their career.

Those who have responsibility for HR activities within an organisation which does not have a specialist HR function.

Those who are independent or employed consultants who support organisations in meeting their Human Resource Development goals.

Learning Outcomes of Modules

Level 7 Certificate is awarded upon completion of any 4 modules

Developing skills for business leadership

A key purpose of this unit is to encourage you to develop a strong sense of self-awareness of your own strengths and weaknesses as managers and colleagues. The unit will help you develop and improve a range of definable skills that are pivotal to successful management practice and to effective leadership. The unit also seeks to develop further more specialised skills that are of particular significance to effective higher-level people management and provides opportunities for applied learning and continuous professional development.

Investigating a business issue from an HR perspective

Key elements of professional competence are strategic awareness, a business orientation and a concern with adding value through HR practice. Qualified professionals should be able to research relevant topics and write reports that can persuade key stakeholders in the organisation to change or adopt a particular policy or procedure.

Resourcing and talent management

A major objective of the HR function is the mobilisation of a workforce. This unit focuses not only on the practical aspects of recruitment, selection, employee retention and dismissal, but also on the strategic aspects to equip you with the knowledge and skills required for resourcing and talent management within a global context.

Organisation Design and Development

This module covers organisation design and organisation development and will enable learners to develop a critical understanding of the theory and conceptual framework of organisation design and of the principles and practices of organisation development. The module focuses on decisions that have to be made on the most appropriate organisational structure(s) to ensure delivery of organisational activity. Organisation design activities therefore focus on finding the most appropriate structures, relationships between departments and sections, and allocation of work activities, including definition of duties and role responsibilities. It has a clear link to performance management in that effective delivery of work and output will be measured and managed.

Understanding and Implementing Coaching and Mentoring

Interest in and the use of coaching and mentoring in organisations, and as methods of personal, professional and management development have grown significantly. Both processes are more popular and prevalent in professional practice and have been subject to much academic and professional research and writing which suggest many issues and problems, as well as features of effective practice, that need to be taken into account when using the processes and methods. The research and writing also signals many unanswered questions about current practice and this module promotes an evidence-based approach to enable the development of intellectual, social and professional skills necessary to design, apply and practise coaching and mentoring programmes and services in work organisations and their application in supporting personal and performance development. It encourages a questioning of simplistic and prescriptive accounts of coaching and mentoring in order to develop a critical awareness and understanding of the potential and limitations of coaching and mentoring models, frameworks and associated theories. It explores the implications for professional practice and requires learners to reflect critically on theory and practice from an ethical and professional standpoint and provides opportunities for applied learning and continuous professional development.

Leading, managing and developing people

This unit explores people management and development. It seeks to familiarise you with major contemporary research evidence on employment and effective approaches to HR and L&D practice. It introduces you to major debates about theory and practice in the specific fields of leadership, flexibility and change management, the aim being to help you become effective managers as well as effective HR specialists. The unit also introduces the major aims of HR and L&D and explores how these are achieved in practice.

HRM in context

This unit provides you with an understanding of the environmental contexts of contemporary organisations within which managers, HR professionals and workers interact. It examines how organisation leaders respond to these dynamic environmental contexts. And it explores how leaders, those in the HR function and line managers with HR responsibilities, need to recognise that corporate decisions and HR choices are often shaped by forces beyond their immediate control.

Leadership and management development

This unit focuses on the development of leadership and management in facilitating organisational, team and individual change and growth. It recognises differing approaches and interpretations of the concepts of leadership and management within a range of organisational contexts including public, private, not-for-profit, large, small, national, international and multicultural organisations. The unit will enable you to develop a critical understanding of the complexities and contested nature of leadership and management and the contextual opportunities for development. It will help you to develop a range of personal and professional skills associated with the development of leadership and management strategies to facilitate organisational development and change. The unit requires you to reflect critically on theory and practice from an ethical and professional standpoint and provides opportunities for applied learning and continuous professional development.

Benefits of Studying a CIPD qualification

Valued by Employers

You can be sure CIPD Level 7 qualification will equip you with the knowledge and skills that employers are looking for.

The knowledge for professional membership

The Level 7 Certificate provides you with a professional level of membership (Associate).

The Level 7 Diploma covers the knowledge required to upgrade to either Chartered Member or Chartered Fellow.

Boosting your earning potential

Independent research in the UK reveals that individuals with professional qualifications stand to earn £81,000 in additional earnings over a lifetime (CCPMO Economic Impact Report, December 2008).

HR and L&D paths

The opportunity to branch out into HR, Learning and Development and other specialisms at an Advanced Level.

Flexible to meet your needs

Learn at your own pace and gain credit for your achievements.

HR in a business context

The Level 7 qualification focuses on the role of HR in building sustainable business success.

<http://www.cipd.co.uk/qualifications/why-study.aspx>

Benefits to the Organisation

Maximise your staff's contribution to sustainable business success

The CIPD Level 7 qualification focuses on the role of HR and L&D in building sustainable business success.

So by investing in the staff's development, your organisation is maximising the ability of its HR and development function to help contribute to organisational objectives.

Enhance your organisation's profile

In challenging times, organisations need to motivate and engage existing employees as well as make themselves appealing to potential future talent.

This is especially important for organisations that have been forced to make redundancies and need to consider their reputation. By showing a commitment to developing its people, your organisation will add value to its employer branding agenda.

Access to CIPD resources

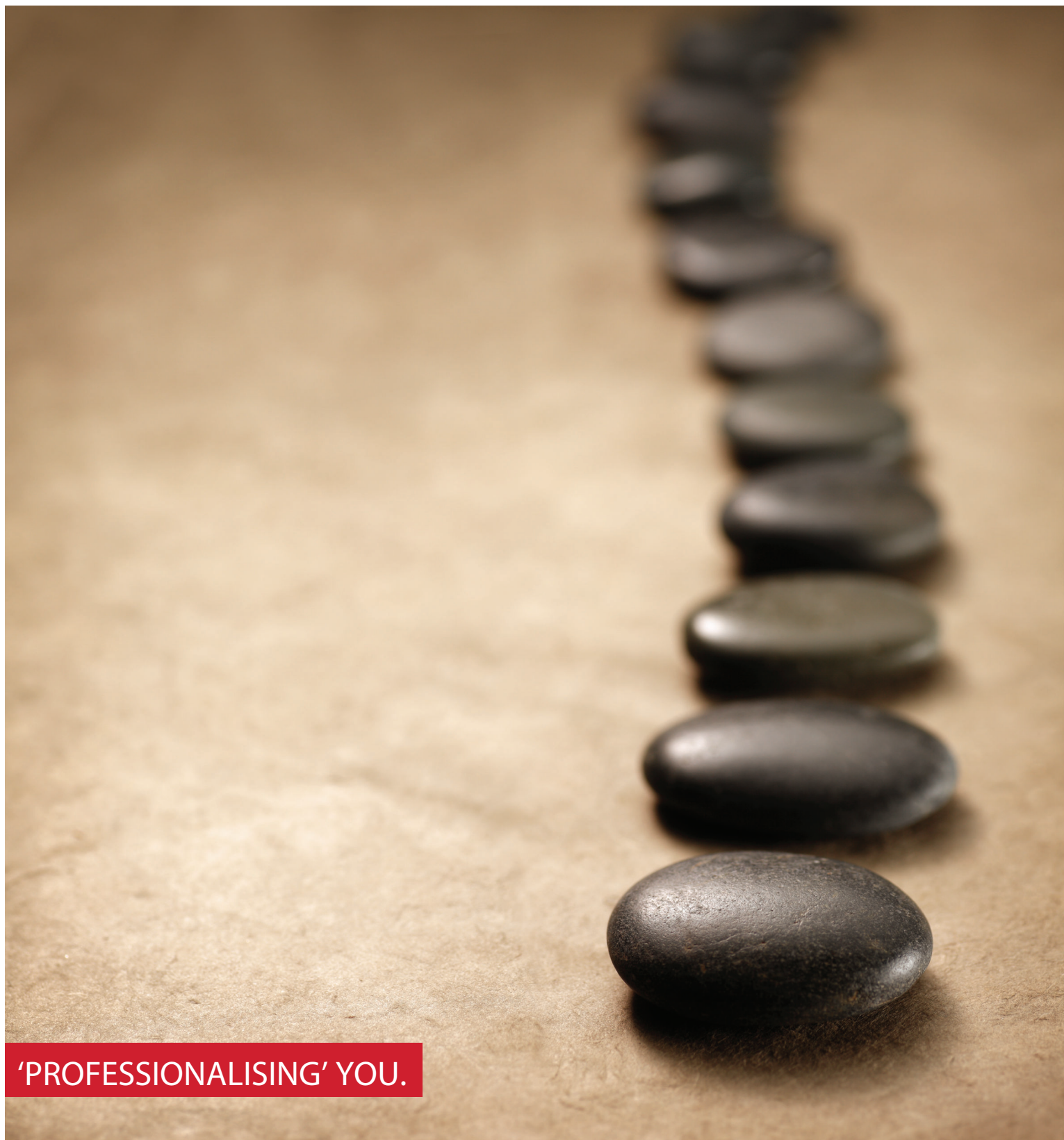
While studying with us, the staff will have access to a range of products and services available exclusively to CIPD members, which in turn, can be of significant benefit to your organisation.

You'll have access to a wealth of professional resources including:

- Online journals and magazines,
- People Management magazine,
- Member-only surveys, reports and research,
- Training tools,

and, much more!

<http://www.cipd.co.uk/flexible-learning/qualifications/key-benefits.aspx>



'PROFESSIONALISING' YOU.

Kindly ask for **Brian O'Donoghue** or **Abdullah Sani**

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Noesis Ex Ed Sdn. Bhd.

BG - o6, Megan Ambassy
225, Jalan Ampang, 50450, Kuala Lumpur

New Office (Moving in December 2014)

Lot 05.01-06, 5th Floor Velocity
55100, Kuala Lumpur

T +603 21666 184

F +603 21666 194

E info@noesis.com.my