

# *CIPD Level 5 – Preparation Course*

*Dubai -*

*22-11-2026*

# CIPD Level 5 – Preparation Course

Course code: HM472 From: 22-11-2026 Venue: Dubai - Course Fees: 3650 £

## Introduction

The CIPD Level 5 Preparation Course is designed to provide participants with a comprehensive understanding of the principles, practices, and professional standards associated with intermediate-level human resources and learning and development. The course explores key concepts in organisational learning, talent development, employee performance, people management, and the development of effective workplace learning strategies.

Through practical exercises, case studies, and guided discussions, participants will develop the knowledge and skills needed to understand CIPD Level 5 subject areas and prepare for the relevant qualification assessments. The programme also highlights the importance of evidence-based practice, professional judgement, and aligning people development initiatives with organisational objectives.

## Course Objectives

### By the end of the course, participants will be able to:

- Understand the CIPD professional framework and the structure of Level 5 qualifications.
- Explain key principles of learning and development and their application in the workplace.
- Identify organisational learning needs and contribute to training needs analysis.
- Develop appropriate learning and development strategies aligned with business objectives.
- Apply suitable methods for designing, delivering, and evaluating learning interventions.
- Understand talent development, employee performance, and continuous professional development.
- Apply evidence-based approaches to workplace learning and people development.
- Develop skills in analysing case studies and preparing structured responses for relevant qualification assessments.

## Target Audience

### This course is suitable for:

- HR professionals seeking to expand their knowledge of learning and development.
- Learning and Development (L&D) officers, coordinators, specialists, and managers.
- Training and development professionals responsible for employee learning initiatives.
- Talent management and organisational development practitioners.

- HR business partners involved in workforce capability and employee development.
- Professionals planning to pursue the CIPD Level 5 Associate Diploma in Organisational Learning and Development.
- Supervisors and managers responsible for supporting employee learning and performance.

## Course Outlines

### Day 1

### Introduction to CIPD and Organisational Performance

- Overview of CIPD, the Profession Map, and Level 5 qualification pathways.
- Understanding the role of HR and Learning & Development in organisational success.
- Organisational structures, culture, values, and business objectives.
- The relationship between organisational performance and employee development.
- Identifying organisational challenges and capability requirements.
- Aligning learning initiatives with organisational strategy.
- Practical exercise: Analysing an organisation's culture and identifying learning priorities.

### Day 2

### Evidence-Based Practice and Professional Behaviours

- Introduction to evidence-based practice in HR and L&D.
- Identifying reliable sources of workplace and professional evidence.
- Collecting and analysing organisational data to support decision-making.
- Using quantitative and qualitative research methods.
- Critical thinking, problem-solving, and evaluating alternative approaches.
- Professional behaviours, ethical practice, inclusion, and valuing people.
- Applying professional judgement to workplace learning challenges.
- Practical exercise: Developing evidence-based recommendations for an organisational case study.

### Day 3

### Supporting Self-Directed and Social Learning

- Principles of adult learning and workplace learning.
- Understanding self-directed, informal, and social learning.
- Identifying individual learning preferences and development needs.
- Coaching, mentoring, peer learning, and collaborative knowledge-sharing.
- Creating a supportive environment for continuous learning.
- The role of managers in facilitating employee development.
- Digital tools and resources for workplace learning.
- Practical exercise: Developing a workplace learning plan using self-directed and social learning methods.

## Day 4

## Learning and Development Design

- Conducting training needs analysis at organisational, team, and individual levels.
- Establishing learning objectives and measurable outcomes.
- Designing effective learning and development programmes.
- Selecting appropriate learning methods and delivery approaches.
- Developing training materials, activities, and assessment methods.
- Incorporating digital learning and blended learning solutions.
- Evaluating learning effectiveness, return on investment, and business impact.
- Practical exercise: Designing a learning intervention aligned with identified organisational needs.

## Day 5

## Facilitating Learning and Assessment Preparation

- Principles of facilitating structured learning activities for groups.
- Developing facilitation, presentation, communication, and engagement skills.
- Managing group dynamics and responding to different learner needs.
- Delivering interactive learning sessions and providing constructive feedback.
- Assessing learning outcomes and supporting continuous improvement.
- Reviewing key CIPD Level 5 subject areas and professional standards.

- Understanding assignment requirements, command words, and assessment expectations.
- Case-study analysis, structured answer development, and practice assessment.
- Final review, participant feedback, and individual development planning.