



Qualification training

Associate Diploma in People Management

CIPD L5

CIPD Level 5 Associate Diploma in People Management

Training for HR practitioners taking on wider responsibility: organisational performance and culture, evidence-based practice, employment relations, talent management and reward.

Delivered by Vertex Business, a professional certification training provider.



7 units

core, pathway, optional



Assessment-based

set by CIPD



People

management pathway



Plan with us

before you enrol

Program details and enrolment

vertexbusiness.xyz/programs/cipd-l5-hr?lang=en

From applying procedure to giving advice.



About the training

At this level, applying policy is not enough: you are expected to analyse a problem with evidence, propose a solution and persuade a manager. The diploma organizes this in seven units, and the training helps you turn each unit into an assessment that analyses a real organization.

The qualification at a glance

7 units to complete the diploma	42 credits qualification value	420 hours total qualification time
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Per CIPD's diploma specification, version 2.6, February 2026. Total qualification time includes guided learning, self-study and assessment.

How it is assessed



Assessments set by CIPD

Every unit has a written assessment; since November 2025 this includes pathway and optional units.



A result per unit

The centre marks, CIPD samples; pass or fail.

WRITTEN ASSESSMENT

How to build a diploma-level answer

01

Analyse before proposing

What is the problem, and what is the evidence?

02

Compare two options

Benefits, cost and risk of each.

03

Recommend and justify

A clear recommendation tied to the organization's goal.

For HR practitioners with wider responsibility.



This suits you if you:

✓ **Are an HR specialist or supervisor**

And want to move from execution to analysis and advice.

✓ **Are an HR business partner**

And need a framework for your recommendations to management.

✓ **Manage people as a line manager**

And want depth in relations, talent and reward.

✓ **Have completed Level 3**

Or have practical experience suited to Level 5.



Roles at this level

Illustrative roles that use this knowledge; hiring requirements vary by employer.

✓ **HR specialist**

Handles recruitment, performance and employee relations cases.

✓ **HR business partner**

Advises a department or business unit.

✓ **HR supervisor**

Leads a team and develops procedures and policies.

✓ **Talent or reward specialist**

Designs attraction and retention or pay programs.

REGISTRATION AND MEMBERSHIP

Before you register

No formal entry requirements

CIPD requires no prior qualification; learners are 18 or older.

Diploma details on CIPD's official page [↗](#)

Membership

CIPD membership is required throughout study, with Associate membership on completion.

Study centre

Registration and unit assessment go through a CIPD-approved study centre.

The seven units of the diploma

The diploma has three shared core units, three people management pathway units and one optional unit.

Core units

5CO01 Organisational performance and culture in practice

Business environment and strategy

Culture, change and wellbeing

5CO02 Evidence-based practice

Gathering quantitative and qualitative evidence

Analysing it to make decisions

5CO03 Professional behaviours and valuing people

Ethics and professional courage

Inclusion and employee voice

People management pathway

5HR01 Employment relationship management

Employee engagement and voice

Conflict, grievances and procedures

5HR02 Talent management and workforce planning

Workforce planning

Attraction and retention

5HR03 Reward for performance and contribution

Reward policies and structures

Linking reward to performance



One optional unit

Chosen from CIPD's optional units, such as specialist employment law, equality, diversity and inclusion, or wellbeing at work, depending on what the study centre offers.

Source: CIPD diploma specification, version 2.6, February 2026. Items under each unit are an illustrative summary.

Every unit analyses a real decision.

Each unit moves from the framework to a case from an organization, then to building the written recommendation.

01 Organisation and evidence

Reading the business environment and culture, and gathering and analysing evidence before proposing a solution.

Applied example Resignations rise in one department and the manager asks for pay rises as the fix.

02 Employment relations and behaviour

Handling conflict and grievances fairly, involving employees, and acting with ethics and courage.

Applied example A collective grievance about the new shift system.

03 Talent and reward

Workforce planning, attraction and retention, and fair reward linked to performance.

Applied example The organization loses top performers to a competitor with clearer career paths.

— LEARNING OUTCOMES

What you will be able to do

01 Analyse a people problem

With quantitative and qualitative evidence.

02 Make a justified recommendation

That links the solution to the organization's goal.

03 Manage employment relations

With fair, documented procedures.

04 Connect talent and reward

In a consistent retention plan.

The diploma is completed through steady analysis and writing.



A case for every unit

Choose a situation from your organization or one you know, and build the unit answer on it.

Your analysis is sharper when you know the context.



An evidence bank

Collect figures, research and reliable sources for each topic before you write.

Evidence is what marks a Level 5 answer.



A plan that fits your time

Study format, dates and any accompanying materials are confirmed with the Vertex Business team before enrolment, based on your level and available time.

Every people decision at work is a case study.

What evidence was it based on, and what was the alternative?





STUDY PLAN

A practical plan from registration to the last unit.

01 Register and join CIPD

Membership is required throughout study.

02 Start with evidence-based practice

A skill every later unit needs.

03 Complete the core units

Organisational performance and professional behaviours.

04 Move to the pathway units

Employment relations, then talent, then reward.

05 Choose the optional unit

Based on your role or the area you want to deepen.

06 Check before every submission

Did you analyse, compare and recommend with evidence?

Analysis

Understanding the problem and its causes with evidence before proposing a solution.

Recommendation

A practical, justified proposal that weighs cost and impact on people.

“An excellent session. I learned important things about the certification and benefited a lot... everything was explained so clearly that I had no questions left.”

— SHRM learner after a live session · translated from Arabic · published on the Vertex site

“What impressed me most was the trainer’s care that the information landed and that everyone had a chance to take part... and pointing out what matters most in the material.”

— CPTD learner about the trainer after a session · translated from Arabic · published on the Vertex site

“This achievement would not have been possible without the support, guidance and training I received... which prepared me for the exam.”

— Learner who earned CPTD · translated from Arabic · public post shown on the Vertex site



About Vertex Business

Vertex Business provides professional certification training in talent development, human resources and project management, alongside a professional diploma in medical research and team training for organizations. Training pairs Arabic explanation that keeps the exam’s English terminology with application to real workplace decisions.

[Company details](#) 



Registering for the diploma

Registration and unit assessment take place through a CIPD-approved study centre, with CIPD membership throughout study.

[Official CIPD diploma page](#) 

COMPLETION CERTIFICATE AND PROFESSIONAL CREDENTIAL

Training completion requirements and the Vertex Business completion certificate are confirmed in the enrolment details.

The CIPD qualification itself is awarded by CIPD after registration with a CIPD-approved study centre and passing the unit assessments.



Discuss your goal and choose how to study.



Scan with your phone camera

YOUR NEXT STEP

- ✓ Training topics and outcomes
- ✓ A level that fits your experience
- ✓ Available study formats and dates
- ✓ Details and price confirmed before enrolment

Open the program page →

01

Open the program page

Scan the code or tap the link.

02

Discuss your goal

Use the WhatsApp button on the program page.

03

Confirm the details

Study format, dates and price before enrolment.

vertexbusiness.xyz/programs/cipd-l5-hr?lang=en