

Certificate in Training Practice (CTP)

The Certificate in Training Practice (CTP) will provide you with your first step towards a successful career in training. It covers the skills required by proficient trainers such as training officers, training advisers and line managers. It's a level 3 qualification that's based on the CIPD's support-level Professional Standards.

What will I learn?

On completion of the CTP, you'll be able to:

- recognise the key issues that impact on the planning and delivery of training programmes
- identify and prioritise learning needs
- design and deliver effective training and assessment programmes
- effectively evaluate training within your organisation
- progress to the CIPD's Certificate in Business Awareness and Advanced Professional Study (CBAAPS) and/or the Professional Development Scheme (PDS). The PDS is a postgraduate-level qualification that leads to Graduate membership of the CIPD.

Successful completion of the CTP leads to Associate membership of the CIPD. To achieve this, you'll need to join the CIPD at the start of your course.

Who is it for?

The CTP is for training administrators, officers and advisers who want to build and develop their career in training and development. It's also valuable for line managers, consultants and independent trainers who want to gain a recognised qualification.

What does it cover?

The CTP incorporates the following four modules:

- Training in context
- Identifying and prioritising learning needs
- Designing training and assessment
- Delivering and evaluating training.

For detailed information on each module, visit www.cipd.co.uk/professionalstandards

How is it assessed?

The CTP is a competence-based qualification that requires you to complete:

- four work-based or work-related assignments (one for each module) – two written (1,500–2,000 words) and two skills-based
- a work-based project (3,000–3,500 words)
- a Continuing Professional Development (CPD) record and plan.

A total of 240 study hours is required to successfully complete the CTP, of which 120 hours should be private study. On average, it will take you nine months to complete the CTP, though you can complete it more quickly, depending on the mode of study you choose.

Why choose a CIPD qualification?

With over 130,000 members throughout the UK and Ireland, the CIPD is the leading professional body in the field of personnel, training and development.

CIPD membership and qualifications are widely acknowledged to enhance career development and job prospects. They're nationally recognised as a benchmark for professionalism and are a requirement for many personnel and development roles. They've been designed to help you develop the skills and knowledge you need to advance your career.

How do I enrol?

If you'd like more information about costs, start dates and how to enrol, please contact: