

Training and development (human resources management)

Training in human resources (HR) management is available from organisations including NAMPS and the CIPD.

Training and development

The training you take in HR management will depend on your role

- [Medical staffing roles](#)
- [HR management](#)
- [NHS Graduate Management Training Scheme \(HR option\)](#)

Medical staffing roles

If you're working in medical staffing roles, you may be required to have attended courses provided by the National Association of Medical Personnel Specialists (NAMPS). These courses are available at Foundation and Advanced Management level.

The Foundation course is aimed at newly appointed staff with limited experience. The course covers day-to-day essential knowledge and information required to do the job. The Advanced course is aimed at those staff with experience or in a senior post, covering the more complex areas of the job. NAMPS also has a newsletter and runs conferences for members.

HR management

Managers working in the general area of human resources will often need to have or be prepared to work towards gaining qualifications recognised by the Chartered Institute of Personnel and Development (CIPD).

CIPD qualifications are available at Level 3 Foundation, Level 5 Intermediate and Level 7 Advanced. You can study awards, certificates and diplomas at each of these levels.

- Level 3 Foundation qualifications are for those aspiring to, or embarking on, a career in HR or Learning and Development (L&D); those working in the field of HR/L&D in a support role and wish to develop their knowledge and skills and those with responsibility for HR/L&D activities and decisions within an organisation without a specialist function.

- Level 5 Intermediate qualifications are aimed at staff who are looking to develop a career in HR management and development; those working in the field of HR management and development and need to extend their knowledge and skills; those with responsibility for implementing HR policies and strategies and/or need to understand the role of HR in the wider organisational and environmental context.
- Level 7 Advanced qualifications are for staff who have responsibility for HR decision making within an organisation at either operational, tactical or more strategic level; HR professionals in a team or HR functional management role who are seeking to enhance and develop their career; those with responsibilities for the HR function and activities within an organisation without a specialist function and for those who are independent or employed HR consultants who support organisations in meeting their goals.

CIPD qualifications are offered at a number of education institutions (including Universities) and on a range of modes of study including full-time, part-time, distance, flexible and open learning.

NHS employees will usually be expected to undertake CIPD qualifications on a part-time basis and NHS employers will usually provide support in the form of some time off for study and/or assistance with course fees.

[Find out more about CIPD qualifications](#) ^[1]

NHS Graduate Management Training Scheme (HR option)

The [NHS Graduate Management Training Scheme](#) ^[2] is an intensive graduate-entry programme, combining early responsibility in real jobs with management education. It offers the opportunity to specialise in several areas of management including HR management. The scheme includes a thorough induction and orientation to the NHS, work placements and the opportunity to gain postgraduate CIPD qualifications.

[Find out more about the NHS Graduate Management Training Scheme](#) ^[2].

• **Continuing professional development**

Depending on your background and role, you may be required to maintain your professional registration, through continuing professional development (CPD).

For example, the CIPD has specific CPD requirements. [Find out more from the CIPD](#) ^[1].

Contact the professional/regulatory body that represents your area of management to find out what the CPD requirements are.

[Find out more about professional development](#) ^[3].

Source URL: <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/human-resources-hr-manager/training-and-development-human-resources-management/training-and-development>

Links

[1] <http://www.cipd.co.uk/> [2] <http://www.nhsgraduates.co.uk> [3] <https://www.healthcareers.nhs.uk/i-am/working-health/professional-development>