Chartered Institute of Personnel and Development

PDS Student Reading List
September 2010
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MANAGEMENT RESEARCH REPORT AND GENERAL READING

Core texts


Further recommended reading


The following guide on the CIPD website is also recommended:
Preparing an MRR: A guidance note
http://www.cipd.co.uk/centres/_programadmin/_mangresearchrpt.htm

The following journal is also recommended:
People Management – issued fortnightly, free to CIPD members.

The following website is also recommended:
www.cipd.co.uk/onlineinfodocuments – this part of our website, houses a full range of information and guidance on workplace issues in quick, easy-to-access formats.
MANAGING FOR RESULTS

Core texts


Further recommended reading


Chartered Institute of Personnel and Development.


The following CIPD research publications are also recommended:


MANAGING IN A STRATEGIC BUSINESS CONTEXT

Core Texts


Further Recommended Reading


MANAGING AND LEADING PEOPLE

Core texts


Further recommended reading


MANAGING INFORMATION FOR COMPETITIVE ADVANTAGE

Core texts


Further recommended reading


PEOPLE MANAGEMENT AND DEVELOPMENT

Core texts


Further recommended reading


Recommended journals

Human Resource Management journal

Personnel Review

People Management
PEOPLE RESSOURCING

Core texts


Further recommended reading


Also all CIPD research reports, surveys and executive briefings, on issues related to People Resourcing
MANAGING DIVERSITY AND EQUAL OPPORTUNITIES


FAMILY FRIENDLY WORKING HOURS TASK FORCE, Flexible working : working for families, working for business : a report by the Family Friendly Working Hours Taskforce, London (2010), Family Friendly Working Hours Taskforce


**SELECTION AND ASSESSMENT**

**Core texts**


**Further recommended reading**


The following journal articles are also recommended:


CAREER MANAGEMENT AND DEVELOPMENT

Core texts


Further recommended reading


The following journals are also recommended:

Career Development International
Career Guidance Today
Human Resource Development International
Note that there is a plethora of journals currently in existence that might incorporate articles on career management and development. Some invaluable articles from journals not listed above are also recommended:


**The following contacts and websites are also recommended:**

www.crac.org.uk – Careers Research and Advisory Centre

www.guidancecouncil.com – The Guidance Council (the trading name of the National Advisory Council for Careers and Educational Guidance) Tel: 0870 774 3744

www.icg-uk.org – Institute of Career Guidance

www.iipuk.co.uk – Investors in People UK
LEARNING AND DEVELOPMENT

Core texts


Due January 2011, STEWART, J and RIGG, C, Learning and Talent Development, Chartered Institute of Personnel and Development.


Further recommended reading


1 Focuses on issues of diversity in the context of organisational learning
The following sources of information are also recommended:

Government white and green papers, acts and other policy information sources relating to national vocational education, learning and development (see below for website addresses). Three new departments were set up by the Prime Minister on 28 June 2007 to replace the Department for Education and Skills (DfES) and the Department of Trade and Industry (DTI). They are the Department for Children, Schools and Families (DCSF), the Department for Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulatory Reform (DBERR). At the time of writing, Government websites were being redesigned accordingly.

CIPD research-related publications for students, such as *Impact* and *Shine* (most can be downloaded from the Institute’s website). Relevant CIPD research reports, survey reports, executive briefings, factsheets, Change Agendas and position papers.

The quality press for regular articles and editorials plus educational supplements on matters relating to the field of secondary and tertiary education, and national training.

The following journals/factsheets are also recommended:

- *Human Resource Management Journal*
- *International Journal of Training and Development*
- *Journal of European Industrial Training*
- *Human Resource Development International*
- *Human Resource Development Quarterly (has a strict requirement for empirical work)*
- *HRD Review (focuses on conceptual and theoretical work)*
- *Advances in HRD (all editions are themed)*

The following websites are of particular interest to learning and development practitioners:

- [www.cipd.co.uk](http://www.cipd.co.uk) – Chartered Institute of Personnel and Development, with links to its online Learning and Development Community pages, research pages, and so on.

- [www.open.ac.uk/openlearn/home.php](http://www.open.ac.uk/openlearn/home.php) - Open University’s open learning site, offering many free open learning facilities.

- [www.trainingzone.co.uk](http://www.trainingzone.co.uk) – award-winning online community for all training professionals, with a mixture of resources, news and products

- [www.ufhrd.com](http://www.ufhrd.com) – UK University Forum for Human Resource Development; works in close collaboration with similar bodies in Europe and the US.

- [www.theworkfoundation.com](http://www.theworkfoundation.com) - provides regular examples of good practice in business organisations.

The following websites have information specifically about national skills and educational strategies, national occupational standards and their related qualification structures:

- [www.businesslink.gov.uk](http://www.businesslink.gov.uk) – a central access portal that details all government services for employers.
www.ento.co.uk/standards – the website for the national Learning and Development vocational qualification structure.

www.eoc.org.uk – Equal Opportunities Commission, with links to specialist equal opportunities sites.

www.investorsinpeople.co.uk – website giving up to date details of the liP Standard, plus various diagnostic tools.

www.lifelonglearninguk.org – a crucial website, because LLUK is the Sector Skills Council responsible for the professional development of all those working in community learning and development, further education, higher education, libraries, archives and information services, and work-based learning.

www.lsc.gov.uk – Learning and Skills Council, giving brief, clear information about government educational policy and initiatives.

www.qca.org.uk – Qualifications and Curriculum Authority, providing up-to-date information on all approved NVQs/SVQs and explaining the whole national qualification framework.

www.thelearningnetworkonline.com – ENTO’s online support network for anyone who delivers, assesses or verifies NVQs and SVQs.
MANAGEMENT DEVELOPMENT

Core texts


Further recommended reading


The following journals are also recommended:

Career Development International
Employee Relations
Human Resource Management Journal
Management Learning
People Management
Personnel Review
MANAGING ORGANISATIONAL LEARNING AND KNOWLEDGE

Core texts


Further recommended reading


The following websites are also recommended:

www.dfes.gov.uk/research – Department for Education and Skills

www.efmd.be – European Foundation for Management Development

www.km-forum.org – Knowledge Management Forum

www.mliltd.com – Mayo Learning International

www.tomorrowscompany.com – Tomorrow’s Company
MANAGING THE TRAINING AND DEVELOPMENT FUNCTION

Core texts


Further recommended reading


CIPD research reports (www.cipd.co.uk/research)


The following websites are also recommended:

www.astd.org – American Society for Training and Development

www.cipd.co.uk – Chartered Institute of Personnel and Development, for change agendas, research reports, surveys, factsheets, People Management magazine, case studies, tools, access to 300+ journals online)

www.trainingjournal.co.uk – Training Journal

The following journal is also recommended:

Harvard Business Review

Human Resource Management Journal
DESIGNING AND DELIVERING TRAINING

Candidates should use the reading list from the Certificate in Training Practice and the following:


**The following websites are also recommended:**

http://carbon.cudenver.edu/~mryder/itc_data/idmodels.html – Instructional design models

www.astd.org – American Society for Training and Development

http://www.cipd.co.uk/subjects/lnanddev/?area=hs – topics for trainers on the CIPD website

www.trainingvillage.gr/etv – European Training Village

www.trainingjournal.co.uk – Training Journal

www.trainingzone.co.uk – Training Zone
EMPLOYEE REWARD

Core texts


Further recommended reading


INCOMES DATA SERVICES (2007) HR Policy and Practice: Reward, London: Incomes Data Services


The following publications from the CIPD executive briefing series are also recommended:


The following CIPD research reports are also recommended:


The following CIPD survey reports are also recommended:

*Reward Management Survey Reports 2004 -
The following CIPD fact sheets are also recommended:

Bonuses and Cash Incentives Factsheet (2009)
Age Discrimination: Reward Policies and Procedures Factsheet (2009)
Non-cash Incentives Factsheet (2009)
Employment and pensions aspects of the Supplementary Budget April 2009 – Ireland
Employee Benefits: An overview Factsheet (2010)
Pay and Reward: An overview Factsheet (2010)
Pay Levels: Local Pay: Factsheet (2010)
Team Reward Factsheet (2010)
Performance Related Pay Factsheet (2010)
Voluntary Benefits Factsheet (2009)
Equal Pay Factsheet (2010)
Pay Progression Factsheet (2010)
Pay Structures Factsheet (2010)
Job Evaluation Factsheet (2010)
Local Pay Approaches and Levels Factsheet (2008)
Market Prices: Approaches and considerations Factsheet (2008)
Employee Share Ownership Factsheet (2008)
Basic Pay Settlements: Data sources Factsheet (2008)
Flexible Benefits Factsheet (2008)
Total Reward Factsheet (2008)

The following websites are also recommended:

An online guide to reward management (Accessed 17/06/09)
www.e-reward.co.uk
Low Pay Commission/Minimum Wage information (Accessed 17/06/09)
Pensions information (Accessed 17/06/09)
PERFORMANCE MANAGEMENT

Core texts


Further recommended reading


EMPLOYEE RELATIONS

Core texts


Further recommended reading


The following journals are also recommended:
British Journal of Industrial Relations. ISSN 0007-1080

Economic and Labour Market Review. ISSN 1751-8326

Employee Relations. ISSN 0142-5455

European Journal of Industrial Relations. ISSN 0959-6801

Human Resource Management Journal. ISSN 0954-5395

Impact: quarterly update on CIPD policy and research. London: Chartered Institute of Personnel and Development. (Quarterly)

Industrial Relations Journal. ISSN 0019-8692

International Journal of Human Resource Management. ISSN 0958-5192

IRS Employment Review. ISSN 1358-2216

People Management. ISSN 1358-6297

Personnel Review. ISSN 0048-3486

Work, Employment and Society. ISSN 0950-0170

The following websites are also useful:
www.bis.gov.uk
Website of the Department for Business, Innovation and Skills

www.cbi.org.uk
Website of the Confederation of British Industry

www.equalities.gov.uk
Website of the Government Equalities Office

www.equalityhumanrights.com
Website of the Equality and Human Rights Commission

www.eurofound.europa.eu
Website of the European Foundation for the Improvement of Living and Working Conditions

www.tuc.org.uk
Website of the Trades Union Congress

EMPLOYMENT LAW


