PDS Student Reading list
September 2009
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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/qualifications/Learner_Resources/studyguides/_reports-and-projects.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 the CIPD 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


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


All CIPD research reports, surveys, and executive briefings on issues related to Managing & Leading People
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* ISSN 0954-5395

*People Management* ISSN 1358-6297

*Personnel Review* ISSN 0048-3486
PEOPLE RESOURCING

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


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*. ISSN 1362-0436  
*Careers Guidance Today*. ISSN 0969-6431  
*Human Resource Development International*. ISSN 1367-8868  
*Journal of Occupational and Organizational Psychology*. ISSN 0963-1798  
*Journal of Organizational Behaviour*. ISSN 0894-3796  
*People Management*. ISSN 1358-6297

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](http://www.crac.org.uk)  
Website of CRAC: the Career Development Organisation

[www.investorsinpeople.co.uk](http://www.investorsinpeople.co.uk)  
Website of Investors in People UK, giving up-to-date details of the IIP standard, plus various diagnostic tools

[www.icg-uk.org](http://www.icg-uk.org)  
Website of the Institute of Career Guidance, the professional organisation for guidance practitioners in the UK.
LEARNING AND DEVELOPMENT

Core texts


Further recommended reading


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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)
Two new departments were set up by the Prime Minister 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) and the Department for Business, Innovation and Skills (DBIS).

CIPD research-related publications for students such as Impact and Shine (most of these can be downloaded from the CIPD website). Relevant CIPD research reports, survey reports, executive briefings, factsheets, change agendas and position papers (many of these can be downloaded from the CIPD website).

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 and other publications are also recommended:

Advances in HRD (all editions are themed)
Human Resource Development International. ISSN 1367-8868
Human Resource Development Quarterly. ISSN 1044-8004
Human Resource Development Review. ISSN 1534-4843
Human Resource Management Journal. ISSN 0954-5395
International Journal of Training and Development. ISSN 1360-3736
Journal of European Industrial Training. ISSN 0309-0590

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

www.cipd.co.uk
Website of the Chartered Institute of Personnel and Development, with links to its online Learning, Training and Development Community pages, research pages, and other valuable resources.

www.open.ac.uk/openlearn/home.php
Website of the Open University, this section is their open learning site, offering many free open learning resources

www.trainingzone.co.uk
Website of Trainingzone which offers a mixture of resources, news and products to all training professionals

www.ufhrd.com
Website of the University Forum for Human Resource Development; which aims to develop and inform HRD theories and practices. Works closely with similar bodies in Europe and the USA.

www.theworkfoundation.com
Website of the Work Foundation, an independent body which looks at work and its future, aiming to improve quality of working life. Provides 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
Website of Business Link, which offers a free business and advice service. A central access portal that details all government services for employers.

www.ento.co.uk/standards
Website for the National Occupational Standards in areas such as human resources and learning and development.

www.equalityhumanrights.com
Website of the Equality and Human Rights Commission, the successor to the Equal Opportunities Commission.

www.investorsinpeople.co.uk
Website of Investors in People, giving up to date details of the IiP Standard, plus various diagnostic tools.

www.lifelonglearninguk.org
Website of Lifelong Learning UK, 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
Website of the Learning and Skills Council, giving brief, clear information about government educational policy and initiatives aimed at improving the skills of young people and adults

www.qcda.org.uk
Website of the Qualifications and Curriculum Development Agency, which aims to develop the curriculum and review and reform qualifications. Provides up-to-date information on all approved NVQs/SVQs and explains the national qualification framework.

www.thelearningnetworkonline.com
Website of the Learning Network, 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 ISSN 1362-0436
Employee Relations ISSN 0142-5455
Human Resource Management Journal ISSN 0954-5395
Management Learning ISSN 1350-5076
People Management ISSN 1358-6297
Personnel Review ISSN 0048-3486
MANAGING ORGANISATIONAL LEARNING AND KNOWLEDGE

Core texts


Further recommended reading


The following websites are also recommended:

www.bis.gov.uk/
Website of the Department for Business, Innovation and Skills

www.efmd.org
Website of the European Foundation for Management Development, which specialises in international management development

www.km-forum.org
Website of the Knowledge Management Forum, a virtual community which looks at “the theories, methods and practices supporting the knowledge professions”.

www.mlitd.com
Website of Mayo Learning International, a consultancy which looks at developing human capital to enhance company growth and competitive performance

www.tomorrowscompany.com
Website of Tomorrow’s Company, a UK think tank which looks at the role of business and its links with society.
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
Website of ASTD, the American Society for Training and Development, the world’s largest association dedicated to workplace learning professionals and offering resources on learning and performance

www.cipd.co.uk
Website of the Chartered Institute of Personnel and Development. Resources include change agendas, research reports, surveys, factsheets, People Management magazine, case studies, tools, and access to 350+ journals online

www.trainingjournal.com
Website of the magazine Training Journal (ISSN 1465-6523)

The following journals are also recommended:

Harvard Business Review ISSN 0017-8012

Human Resource Management Journal ISSN 0954-5395

International Journal of Training and Development ISSN 1360-3736

Journal of European Industrial Training ISSN 0309-0590
DESIGNING AND DELIVERING TRAINING

Centres 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
Website giving details of various instructional design models

www.astd.org
Website of ASTD, the American Society for Training and Development, the world’s largest association dedicated to workplace learning professionals and offering resources on learning and performance

www.cedefop.europa.eu
Website of the European Centre for the Development of Vocational Training, which helps promote and develop vocational education and training in the European Union

www.trainingjournal.com
Website of the magazine Training Journal

www.trainingzone.co.uk
Website of Training Zone which offers a mixture of resources, news and products to all training professionals
EMPLOYEE REWARD

Core texts


Further recommended reading


The following journals are also recommended:


**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:**

Labour Market Outlook (published quarterly) February 2006 -

Reward Management: annual survey report. 2004 to 2009

In addition Croner Reward publishes an annual salary survey entitled Personnel Rewards (latest edition is 2008/09)

**The following CIPD Factsheets are also recommended:**

*Age discrimination: reward policies and procedures* (2009)

*Basic pay settlements: data sources* (2009)

*Bonuses and cash incentives* (2009)

Employee share ownership (2008)
Employment and pensions aspects of the Supplementary Budget in Ireland (2009)
Equal pay (2008)
Flexible benefits (2009)
Job evaluation (2008)
Local Pay: approaches and levels (2009)
Market pricing: approaches and considerations (2008)
National Minimum Wage (2009)
Non-cash incentives (2009)
Occupational pensions: strategic issues (2009)
Pay and reward: an overview (2009)
Pay progression (2008)
Pay structures (2008)
Performance related pay (2009)
Salary review process (2009)
Team reward (2009)
Total reward (2009)
Voluntary benefits (2009)

The following websites are also recommended:

www.e-reward.co.uk
Website devoted to reward management: includes research reports
www.equalities.gov.uk/what_we_do/women_and_work/women_and_work_commission.aspx
Website of the Women and Work Commission, part of the Government Equalities Office. Covers issues such as the gender pay gap, equal pay and flexible working
www.lowpay.gov.uk/
Website of the Low Pay Commission, established to advise the government about the National Minimum Wage
www.statistics.gov.uk/statbase/Source.asp?vlnk=358
Part of the website of the Office for National Statistics, this section looks at the Labour Force Survey and provides information on the UK labour market
Part of the website of the Office for National Statistics, this section looks at the New Earnings Survey which examines the earnings of employees in employment
www.watsonwyatt.com/europe/
Website of a leading consultancy Watson Wyatt looks at people and financial issues including pensions information
PERFORMANCE MANAGEMENT

Core texts


Further recommended reading


EMPLEE 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

Core Texts


Further Recommended Reading


