

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 30406 — Sustainable Employability Management

ISO Certification Programme



LAPT — London Academy of Professional Training

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AT A GLANCE

REFERENCE	MGT-HRR-30406
AWARD	Certificate
ASSESSMENT	425 marks — 255 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Assessment and Development of Workforce Skills

5 chapters · 30 classes 65 marks

• 1 Introduction to Workforce Skills Assessment in Sustainable Employability — 6 classes

› 1.1 Define Sustainable Employability and Workforce Skills

› 1.2 Identify Key Competencies for Assessment in the Workforce

› 1.3 Explore Methods for Evaluating Workforce Skills

› 1.4 Develop Criteria for Sustainable Employability Assessments

› 1.5 Analyze Case Studies of Workforce Skills Assessment Practices

› 1.6 Create a Work-Based Skill Assessment Plan for Leadership

• 2 Evaluating Current Workforce Skills Using Assessment Tools — 6 classes

› 2.1 Identify Key Workforce Skills Relevant to Sustainable Employability

› 2.2 Explore Common Assessment Tools for Evaluating Workforce Skills

› 2.3 Analyze the Effectiveness of Current Assessment Methods

› 2.4 Conduct a Skills Gap Analysis Using Assessment Results

› 2.5 Develop Criteria for Selecting Appropriate Assessment Tools

› 2.6 Create an Action Plan for Implementing Assessment Findings

• 3 Developing Workforce Skills Through Tailored Training Programs — 6 classes

› 3.1 Assess Current Workforce Skills to Identify Gaps

› 3.2 Design Tailored Training Programs to Meet Workforce Needs

› 3.3 Implement Effective Training Strategies for Skill Development

› 3.4 Evaluate Training Effectiveness Through Feedback and Metrics

› 3.5 Adapt Training Programs Based on Employee Performance Insights

› 3.6 Foster a Culture of Continuous Learning and Skill Enhancement

• 4 Measuring the Impact of Workforce Skill Development Initiatives — 6 classes

› 4.1 Identify Key Indicators for Workforce Skill Development Impact

› 4.2 Evaluate Current Skill Development Initiatives in Your Organization

› 4.3 Analyze Data Collection Methods for Measuring Skill Enhancement

› 4.4 Assess the Relationship Between Skill Development and Employee Performance

› 4.5 Design Surveys to Gather Feedback on Skill Development Programs

› 4.6 Create an Action Plan to Optimize Future Skill Development Initiatives

• 5 Strategies for Continuous Skills Assessment and Development — 6 classes

› 5.1 Identify Critical Skills Gaps in the Workforce

› 5.2 Develop an Effective Continuous Skills Assessment Framework

› 5.3 Implement Feedback Mechanisms for Skill Development

› 5.4 Foster a Culture of Lifelong Learning Among Employees

› 5.5 Evaluate the Impact of Skills Development Initiatives

› 5.6 Design a Personalized Skills Development Plan for Employees

• 1 Understanding Diversity and Inclusion in the Workplace — 6 classes

- › 1.1 Define Diversity and Inclusion in the Workplace
- › 1.2 Identify the Benefits of a Diverse Workforce
- › 1.3 Explore Challenges to Diversity and Inclusion
- › 1.4 Recognize Unconscious Bias in Hiring Practices
- › 1.5 Develop Strategies for Promoting Inclusivity
- › 1.6 Assess the Impact of Leadership on Diverse Work Environments

• 2 Legal Framework and Compliance for Diversity — 6 classes

- › 2.1 Understand Key Legislation Impacting Diversity in Employment
- › 2.2 Analyze the Equality Act 2010 and Its Implications
- › 2.3 Identify Protected Characteristics Under UK Law
- › 2.4 Explore Case Studies on Legal Compliance in Diversity
- › 2.5 Assess Organizational Policies for Adherence to Legal Standards
- › 2.6 Develop Action Plans for Enhancing Compliance and Diversity

• 3 Developing a Diversity and Inclusion Strategy — 6 classes

- › 3.1 Assess Current Diversity and Inclusion Practices
- › 3.2 Identify Barriers to Inclusion in the Workplace
- › 3.3 Define Objectives for a Diversity and Inclusion Strategy
- › 3.4 Engage Stakeholders in Diversity and Inclusion Planning
- › 3.5 Develop Actionable Steps for Implementing the Strategy
- › 3.6 Evaluate and Measure the Impact of Diversity Initiatives

• 4 Implementing and Sustaining Inclusion Initiatives — 6 classes

- › 4.1 Assess Current Diversity Practices in the Workplace
- › 4.2 Define Key Objectives for Inclusion Initiatives
- › 4.3 Develop Strategies for Employee Engagement in Inclusion
- › 4.4 Implement Effective Training Programs on Diversity
- › 4.5 Monitor and Evaluate Inclusion Initiatives for Success
- › 4.6 Foster a Culture of Continuous Improvement in Inclusivity

• 5 Evaluating the Impact of Diversity on Organizational Performance — 6 classes

- › 5.1 Assess the Business Case for Diversity in the Workplace
- › 5.2 Identify Key Metrics for Measuring Organizational Performance
- › 5.3 Analyze Case Studies on Diversity and Its Impact on Performance
- › 5.4 Evaluate Tools and Methods for Collecting Diversity Data
- › 5.5 Develop Strategies to Enhance Diversity and Performance Linkages
- › 5.6 Implement an Action Plan for Continuous Diversity Improvement

• 1 Understanding Employee Engagement: Concepts and Importance — 6 classes

- › 1.1 Define Employee Engagement and its Key Themes
- › 1.2 Explore the Benefits of High Employee Engagement
- › 1.3 Identify Factors Influencing Employee Engagement
- › 1.4 Analyze Common Employee Engagement Strategies
- › 1.5 Evaluate the Impact of Leadership on Employee Engagement
- › 1.6 Design a Basic Employee Engagement Action Plan

• 2 Measuring Employee Engagement: Tools and Techniques — 6 classes

- › 2.1 Identify Key Metrics for Employee Engagement
- › 2.2 Explore Qualitative vs. Quantitative Measurement Techniques
- › 2.3 Survey Design: Crafting Effective Engagement Questions
- › 2.4 Implementing Employee Engagement Surveys: Best Practices
- › 2.5 Analyzing Engagement Data: Tools and Techniques
- › 2.6 Developing Action Plans Based on Engagement Insights

• 3 Strategies for Enhancing Employee Engagement: Best Practices — 6 classes

- › 3.1 Identify Key Drivers of Employee Engagement
- › 3.2 Assess Current Engagement Levels in Your Organization
- › 3.3 Explore Effective Communication Techniques for Engagement
- › 3.4 Implement Recognition and Reward Systems
- › 3.5 Develop Tailored Professional Development Plans
- › 3.6 Evaluate and Adapt Engagement Strategies Continuously

• 4 Communication and Recognition as Engagement Drivers — 6 classes

- › 4.1 Understand the Role of Communication in Employee Engagement
- › 4.2 Explore Different Communication Channels for Employee Feedback
- › 4.3 Develop Effective Communication Strategies for Diverse Teams
- › 4.4 Recognize the Impact of Employee Recognition on Engagement
- › 4.5 Create a Framework for Implementing Recognition Programs
- › 4.6 Evaluate the Effectiveness of Communication and Recognition Strategies

• 5 Sustaining Engagement: Long-term Strategies and Leadership Roles — 6 classes

- › 5.1 Identify Key Drivers of Long-term Employee Engagement
- › 5.2 Analyze the Role of Leadership in Sustaining Engagement
- › 5.3 Develop Strategies for Effective Communication in Teams
- › 5.4 Implement Recognition Programs that Foster Engagement
- › 5.5 Evaluate the Impact of Work-life Balance on Employee Commitment
- › 5.6 Create an Action Plan for Continuous Engagement Improvement

• 1 Understanding Employability Initiatives and Their Importance — 6 classes

- › 1.1 Define Employability: Exploring Key Concepts and Definitions
- › 1.2 Identify Stakeholders: Who Benefits from Employability Initiatives?
- › 1.3 Analyze Successful Case Studies: Learning from Best Practices
- › 1.4 Assess Current Initiatives: Evaluating Effectiveness and Impact
- › 1.5 Discuss Barriers: Challenges in Implementing Employability Initiatives
- › 1.6 Develop Action Plans: Creating Strategies for Effective Employability Initiatives

• 2 Frameworks and Standards for Evaluating Employability Initiatives — 6 classes

- › 2.1 Identify Key Frameworks for Evaluating Employability Initiatives
- › 2.2 Analyze the Importance of Standards in Employability Management
- › 2.3 Compare Different Evaluation Methods for Employability Programs
- › 2.4 Assess the Impact of Employability Initiatives Using Established Frameworks
- › 2.5 Develop Criteria for Measuring the Success of Employability Initiatives
- › 2.6 Propose Improvements to Employability Strategies Based on Evaluation Findings

• 3 Data Collection Methods for Assessing Employability Outcomes — 6 classes

- › 3.1 Identify Key Data Collection Methods for Employability Assessment
- › 3.2 Explore Qualitative vs Quantitative Data Collection Techniques
- › 3.3 Develop Effective Surveys and Questionnaires for Employability Metrics
- › 3.4 Analyze Existing Data Sources for Employability Outcomes
- › 3.5 Interpret Data Results to Assess Employability Initiatives
- › 3.6 Create an Action Plan Based on Data Insights for Employability Improvement

• 4 Analyzing and Interpreting Employability Metrics — 6 classes

- › 4.1 Define Employability Metrics and Their Importance
- › 4.2 Identify Key Employability Metrics Used in Assessments
- › 4.3 Collect and Analyze Data on Employability Initiatives
- › 4.4 Interpret Trends and Patterns in Employability Metrics
- › 4.5 Evaluate the Effectiveness of Employability Programs using Metrics
- › 4.6 Develop Actionable Insights from Employability Metric Analysis

• 5 Continuous Improvement Strategies for Enhancing Employability Initiatives — 6 classes

- › 5.1 Identify Key Components of Employability Initiatives
- › 5.2 Assess Current Employability Strategies in the Workplace
- › 5.3 Analyze Feedback Mechanisms for Continuous Improvement
- › 5.4 Develop Action Plans Based on Stakeholder Insights
- › 5.5 Implement Best Practices for Evaluating Employability Initiatives
- › 5.6 Measure the Impact of Improvements on Employability Outcomes

• 1 Understanding Strategic HR Management in Sustainable Employability — 6 classes

- › 1.1 Define Strategic HR Management in Sustainable Employability
- › 1.2 Identify Key Principles of Sustainable Employability Management
- › 1.3 Analyze the Role of Leadership in Strategic HR Management
- › 1.4 Evaluate Sustainable Practices in Human Resource Strategies
- › 1.5 Develop Strategic Initiatives for Enhanced Employability
- › 1.6 Implement Metrics for Measuring Sustainable Employability Outcomes

• 2 Aligning HR Strategies with Business Objectives — 6 classes

- › 2.1 Identify Key Business Objectives for HR Alignment
- › 2.2 Analyze Current HR Strategies Against Business Goals
- › 2.3 Develop HR Strategies to Support Organizational Success
- › 2.4 Engage Stakeholders in Strategic HR Planning
- › 2.5 Measure and Evaluate HR Strategy Impact on Business Performance
- › 2.6 Integrate Continuous Improvement in HR Alignment Practices

• 3 Implementing Sustainable Employability Policies and Practices — 6 classes

- › 3.1 Assess Current Employability Policies for Sustainability
- › 3.2 Identify Key Stakeholders in Sustainable Employability Practices
- › 3.3 Develop a Framework for Sustainable Employability Management
- › 3.4 Implement Training Programs to Enhance Employee Skills
- › 3.5 Evaluate the Impact of Employability Practices on Workforce Resilience
- › 3.6 Create an Action Plan for Continuous Improvement in Employability Policies

• 4 Measuring and Evaluating the Impact of HR Strategies — 6 classes

- › 4.1 Analyze Key Performance Indicators for HR Strategies
- › 4.2 Evaluate Employee Engagement Metrics in HR Impact Assessment
- › 4.3 Assess Cost-Benefit Analysis of HR Initiatives
- › 4.4 Design Surveys to Gather Feedback on HR Effectiveness
- › 4.5 Implement Data Visualization Techniques to Present Findings
- › 4.6 Develop Action Plans Based on Impact Evaluation Results

• 5 Driving Change: Leadership and Culture in Sustainable Employability — 6 classes

- › 5.1 Assessing Organizational Culture for Sustainable Employability
- › 5.2 Identifying Leadership Styles that Promote Change
- › 5.3 Developing Strategies for Engaging Employees in Sustainable Practices
- › 5.4 Measuring the Impact of Leadership on Employability Outcomes
- › 5.5 Creating a Roadmap for Cultural Transformation in Organizations
- › 5.6 Implementing Continuous Feedback Mechanisms for Sustainable Leadership

• 1 Understanding Sustainable Employability: Concepts and Frameworks — 6 classes

- › 1.1 Define Sustainable Employability and Its Importance
- › 1.2 Explore Key Concepts of Sustainable Employability
- › 1.3 Identify Stakeholders in Sustainable Employability Management
- › 1.4 Examine Frameworks Supporting Sustainable Employability
- › 1.5 Assess Current Trends and Challenges in Employability
- › 1.6 Develop a Plan for Implementing Sustainable Employability Initiatives

• 2 Assessing Employability: Tools and Metrics for Evaluation — 6 classes

- › 2.1 Identify Key Metrics for Employability Assessment
- › 2.2 Explore Qualitative vs Quantitative Evaluation Tools
- › 2.3 Analyze Current Employability Trends and Data Sources
- › 2.4 Implement Skills Gap Analysis for Workforce Planning
- › 2.5 Develop a Framework for Continuous Employability Evaluation
- › 2.6 Create an Action Plan for Enhancing Employability Metrics

• 3 Developing Skills for Sustainable Employability — 6 classes

- › 3.1 Identify Key Skills for Sustainable Employability
- › 3.2 Analyze the Importance of Lifelong Learning
- › 3.3 Evaluate Personal Strengths and Weaknesses in Skill Development
- › 3.4 Explore Practical Strategies for Skill Enhancement
- › 3.5 Create a Personal Development Plan for Career Growth
- › 3.6 Apply Skills in Real-World Scenarios and Case Studies

• 4 Leadership Strategies for Promoting Sustainable Employability — 6 classes

- › 4.1 Identify Key Leadership Characteristics for Sustainable Employability
- › 4.2 Analyze Current Employability Challenges in Your Organization
- › 4.3 Develop Inclusive Leadership Strategies to Foster Employability
- › 4.4 Implement Effective Communication Techniques for Employee Engagement
- › 4.5 Design Training Programs that Align with Sustainable Employability Goals
- › 4.6 Evaluate Leadership Impact on Sustainable Employability Outcomes

• 5 Evaluating and Enhancing Sustainable Employability Practices — 6 classes

- › 5.1 Identify Key Indicators of Sustainable Employability
- › 5.2 Assess Current Employability Practices in Your Organisation
- › 5.3 Explore Best Practices for Enhancing Sustainable Employability
- › 5.4 Develop a Framework for Evaluating Employability Strategies
- › 5.5 Create an Action Plan for Improving Employability Practices
- › 5.6 Present Findings and Propose Recommendations for Sustainability