How to Request CIPD Level 7 Support from Your Employer

A Step-by-Step Guide with Templates

Introduction: Why This Guide Exists

As HR professionals, we are experts at building business cases for others, but when it comes to our own development, the ask can feel daunting.

The CIPD Level 7 Advanced Diploma in Strategic People Management is a significant investment, both financially and in terms of time. Yet it's also the qualification that transitions senior practitioners into strategic leaders capable of driving organisational change.

This guide is designed to remove the guesswork. Whether you're preparing to approach your manager for the first time or refining a proposal that's been met with hesitation, these templates and strategies will help you present a compelling, professional case.

Part 1: Before You Write the Email

Know Your Audience, before drafting anything, consider who you're approaching:

Manager Type Approach

- The Numbers Person Lead with ROI, cost-benefit analysis, and measurable outcomes
- The Visionary Emphasise strategic alignment, future leadership, and cultural impact
- The Pragmatist Focus on practical applications, minimal disruption, and quick wins
- The Supporter Frame it as a natural progression; they'll likely champion

you
- Do Your Homework

Research the specific CIPD Level 7 provider you're interested in.

Be ready to answer:

- What are the module titles and how do they apply to this organisation?
- What's the total cost and payment schedule?
- What's the time commitment (weekly hours, total duration)?
- What are the assessment methods?
- Are there flexible learning options (online, blended, part-time)?

Identify Your Employer's Pain Points

The strongest business cases solve problems. Consider:

- What are the current HR challenges in your organisation?
- Where is there a skills gap at the leadership level?
- What strategic initiatives are on the horizon that require advanced HR expertise
- What compliance risks exist that better-qualified leadership could mitigate?

Part 2: The Business Case Template

Use this structure to build your case. Complete each section before attaching it to your email.

Section 1: Executive Summary

What to write: A concise overview of your request and its strategic value.

"I am requesting support to pursue the CIPD Level 7 Advanced Diploma in Strategic People Management. This qualification will equip me with the strategic leadership skills needed to drive (Company Name) people agenda, directly supporting our objective to (insert company goal). The total investment is (£X), with a flexible learning schedule that ensures no disruption to my current responsibilities."

Section 2: Strategic ROI

What to write: Specific, measurable outcomes the organisation will gain.

- Business Impact How CIPD Level 7 Delivers
- Improved talent retention Advanced strategies in employee engagement and career development
- Stronger leadership pipeline Skills to mentor and develop future leaders
- Enhanced organisational culture Expertise in change management and culture transformation
- Strategic agility Ability to align people strategy with business objectives
- Risk mitigation Deepened knowledge of employment law and compliance

Example specific goal:

"By Q4 2026, I will implement a revised talent retention framework aimed at reducing voluntary turnover by 5% within our high potential population."

Section 3: Course Overview

What to write: A summary of the qualification and modules most relevant to your employer.

About the Qualification

The CIPD Level 7 Advanced Diploma in Strategic People Management is the highest level of HR accreditation. It is designed for senior practitioners

preparing for strategic leadership roles. The programme focuses on:

- Strategic employment relations
- Resourcing and talent management
- Strategic reward management
- Organisational design and development
- Leadership and management development
- Strategic people management

Relevant Modules for Our Organisation

Module Relevance to (Company Name)

Strategic Resourcing & Talent Management Addresses our current hiring bottlenecks and succession planning gaps

Leading, Managing & Developing People Builds leadership capability across the business

Strategic Employment Relations Ensures compliance and effective employee relations at scale

Organisational Design & Development Supports our upcoming (restructure / expansion / transformation)

Section 4: Time Commitment & Logistics

What to write: Clear, realistic expectations for time required and how you'll manage it.

Learning Format

Providers detail

- Provider: We-are-HR Ltd.
- Delivery: Self-paced, live Classroom's, etc.
- Duration: e.g 12 –18 months
- Start date: "Proposed start date"

Time Commitment

Activity Hours per Week

Taught sessions (X) hours

Independent study (X) hours

Assignment preparation (X) hours

Total (X) hours

How I Will Manage This Alongside My Role

"I propose to dedicate (e.g., two evenings per week and a half-day on Saturdays) to study, ensuring this does not impact peak business hours. I will align assignment topics with real organisational challenges, ensuring immediate application of learning to my role. I will also provide regular progress updates to (Manager)."

Section 5: Long-Term Employer Benefits

What to write: Connect the qualification to the organisation's future vision.

Beyond Immediate ROI

- Long-Term Benefit How It Supports Our Vision
- Succession planning, I will be equipped to step into broader leadership roles internally
- Employer brand CIPD accreditation enhances our reputation as an investor in talent
- Innovation Exposure to cutting-edge HR thinking and best practice
- Strategic influence I will contribute to board-level discussions with greater credibility
- Cultural legacy Skills to embed a high-performance, inclusive culture

Alignment with Organisational Strategy

"Our 5-year strategy focuses on (expansion / digital transformation / cultural evolution). This qualification directly addresses the leadership capabilities required to deliver that vision, particularly through modules on

(relevant module names)."

Section 6: Investment Summary

What to write: A transparent breakdown of costs and proposed payment structure.

Item Cost

Tuition fees £

CIPD membership (if applicable) £

Study materials £

Total Investment £

Proposed Funding Arrangement

□ Full employer sponsorship

□ Partial sponsorship (e.g., 50% employer / 50% self-funded)

□ Employer-funded with a return-of-service agreement (e.g., remain for X months post-qualification)

□ Study loan or salary sacrifice arrangement

Part 3: The Email Templates

Choose the approach that best fits your relationship with your manager and organisational culture.

Template A: The Comprehensive Proposal

Use this if: Your manager prefers detail and you have a formal approval process.

Subject: Proposal for Executive Development: CIPD Level 7 Advanced Diploma

"Dear (Manager's Name),

As we continue to navigate the complexities of (mention a current company goal, e.g., our global expansion / the new HR strategy / the talent retention challenge), I am writing to propose a strategic development opportunity that I believe will deliver significant value to our organisation.

I am eager to pursue the CIPD Level 7 Advanced Diploma in Strategic People Management. To support this, I have prepared a comprehensive Employer Business Case that outlines the specific return on investment for (Company Name).

This qualification represents the highest level of HR accreditation and is designed to transition senior practitioners into strategic leaders capable of driving organisational change. I am confident that this training will directly benefit our team by:

- *Driving Strategic Agility: Developing the advanced skills needed to align our people strategy with long-term business objectives, ensuring we remain competitive.*
- *Enhancing Leadership Capability: Equipping me to lead transformational change, improve corporate culture, and mentor other leaders across the business.*
- *Ensuring Future Compliance: Strengthening our ability to navigate complex legal frameworks and mitigate risk at an executive level.*

I have structured the attached proposal to be clear and actionable. It details the course structure, the flexible time commitment required, and the high-level strategic ROI for the business. This is not just a personal development goal; it is an investment in the future leadership of our organisation.

I would be grateful for the opportunity to discuss this proposal with you in more detail and explore how we can align this training with our current priorities.

Thank you for your time and consideration.

Best regards,"

Template B: The "Ready-to-Go" Internal Request

Use this if: You have a direct, informal relationship with your manager and want to get straight to the point.

Subject: Request for Funding: CIPD Level 7 Training

> *"Hi (Manager's Name),*
>
> *I am writing to formally request support for my professional development specifically, the CIPD Level 7 Advanced Diploma in Strategic People Management.*
>
> *I believe this qualification will be instrumental in helping me better serve the business as we move forward. I have attached a Business Case that breaks down the value proposition for (Company Name), including:*
>
> a. *Strategic ROI: How I will apply advanced leadership skills to drive our organisational strategy.*
> b. *Course Structure: An overview of the modules and how they relate to our current needs.*
> c. *Logistics: The flexible learning schedule to ensure zero disruption to my current workflow.*
>
> *This is the next logical step in my career development, and I am eager to bring this high-level expertise back to our team to enhance our strategic direction and operational efficiency.*
>
> *Please let me know when you have a moment to review the attached proposal. I look forward to your feedback.*
>
> *Thanks,"*

Template C: The Follow-Up (If You've Already Mentioned It)

Use this if: You've previously discussed development informally and are now formalising the request.

Subject: Following Up: CIPD Level 7 Development Proposal

> *Dear (Manager's Name),*

Following our previous conversation about my professional development, I wanted to formalise my request for support to pursue the CIPD Level 7 Advanced Diploma in Strategic People Management.

I've attached a detailed Business Case that outlines:

- *The strategic value to (Company Name)*
- *The course structure and relevance to our current objectives*
- *The time commitment and how I plan to manage it alongside my role*
- *A clear investment summary*

I believe this qualification represents a natural next step in my career progression and will directly enhance my ability to contribute to (Company Name)'s strategic goals.

I'd welcome the opportunity to talk through the proposal in more detail at your convenience.

Kind regards,

Part 4: The Follow-Up Process

After Sending Your Email

Timing Action

2-3 days after sending If no response, send a polite follow-up email

1 week after sending Request a 15-minute meeting to discuss

After the meeting Send a summary of key points and agreed next steps

Follow-Up Email Template

Subject: Following Up: CIPD Level 7 Proposal

"Dear (Manager's Name),

I just wanted to follow up on the CIPD Level 7 proposal I sent on (date). I'm conscious you're busy, so I wanted to check if you've had a chance to review it and whether there's any additional information, I can provide to support your decision-making.

I remain very keen to progress with this development opportunity and would welcome a brief conversation to discuss it further.

Best regards,"

Part 5: Common Objections and How to Handle Them

Objection Your Response

"It's too expensive." Break down the cost as an investment, not an expense. Highlight ROI and offer to explore partial funding or a return-of-service agreement.

"We don't have the budget." Ask about future budget cycles or propose a payment plan. Suggest splitting costs across departments if the training benefits multiple areas.

"It's a lot of time away from work." Reiterate your plan to study outside peak hours. Offer to provide progress reports and demonstrate how assignments will align with real work projects.

"What if you leave after qualifying?" Offer a return-of-service agreement (e.g., you'll remain with the company for 12-24 months post-completion).

"Why now?" Link the timing to organisational needs (e.g., upcoming change initiatives, strategic goals, or skills gaps).

Part 6: Quick Checklist

Before sending your request, ensure you have:

□ Researched the CIPD Level 7 provider and course details

□ Completed all sections of the Business Case Template

□ Tailored the strategic ROI to your organisation's specific goals

□ Identified relevant modules that address current challenges

□ Calculated a realistic time commitment and schedule

□ Considered potential objections and prepared responses

□ Chosen the email template that best fits your manager and culture

□ Proofread everything for clarity and professionalism

□ Attached your completed Business Case Template

Final Thoughts

Requesting employer support for professional development can feel like a significant step but remember: your growth is their gain. The CIPD Level 7 isn't just a qualification it's a strategic investment in the leadership capability of your organisation.

You are not asking for a favour. You're proposing a partnership in success.

Use this guide, tailor it to your context, and approach the conversation with confidence. You've earned the right to develop at the highest level, and your employer will benefit from the advanced expertise you'll bring back to the business.

Good luck and go get that funding.

For more resources on HR professional development, visit We-are-HR or connect with us on LinkedIn or via E-mail.

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