



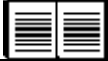


**Level 6 Advanced Diploma in Business Administration &
Database Technology (900) 161 Credits**



Unit: Human Resource Management	Guided Learning Hours: 200
Exam Paper No.: 2	Number of Credits: 20
Prerequisites: Knowledge of business organisational terminology.	Corequisites: A pass or higher in Diploma in Business Studies or equivalence.
<p>Aim: The aim of this unit is to acquaint the learners with recruitment procedures, equal employment opportunity regulations and other modern methods of selection, appraising, training, and solving various personnel problems. The unit covers basic human resource concepts including hiring selection, training, labour relations, and human resources information systems. The unit presents and explores the impact of selected behavioural issues found in the organisational settings. An in-depth focus of past and current theories concerning the cause and effects of work motivation, attitude formation, and perceptions in different social settings, including those that are culturally diverse is analysed. The unit also explores how personality theory can be applied to selection, training and placement, learning and organisation behaviour modification, group processes covering politics, conflict, individual and social bases for decision making.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: The course requires a combination of lectures, demonstrations and discussions.	
<p>Intended Learning Outcomes:</p> <p>1 Human Resources practices and objectives within an organisation; the duties and responsibilities of a Human Resources Manager.</p> <p>2 The implementation of equal opportunity statutory remit to promote and monitor human rights; and to protect, enforce and promote equality.</p> <p>3 The strategic human resource management approach issues and macro-concerns about structure, quality, culture, values, commitment and resources to future need.</p>	<p>Assessment Criteria:</p> <p>1.1 Describe the HRM responsibilities 1.2 Analyse the products and services of HRM personnel 1.3 Outline the HRM skills 1.4 Describe ethical practices 1.5 Describe the recruitment and selection process 1.6 Evaluate effective HR planning steps 1.7 Demonstrate forecasting demand for labour and determining labour supply processes 1.8 Describe employee testing and selection process and why careful selection is important 1.9 Analyse employee training and development processes</p> <p>2.1 Define equal opportunity 2.2 Describe the Equality and Human Rights Commission roles and functions 2.3 Analyse the legal environment requirements 2.4 Describe government regulations in providing equal employment opportunities and safer workplaces</p> <p>3.1 Describe Human Resource strategic challenges 3.2 Analyse the trends in Human Resource Management in the past years 3.3 Explain job analysis, descriptions and specifications 3.4 Describe the steps in conducting and</p>

<p>4 Practical guidance and theoretical overviews of professional development, performance management and appraisal and solving the challenges of performance management and performance appraisals.</p> <p>5 Understand how the role of fair treatment at work provide the evidence base for good policy making in employment relations, labour market and equality and discrimination.</p> <p>6 Understand how the trade union regulates the relations between workers and employers or between workers and employers' associations.</p> <p>7 The Health and Safety and how it raises awareness of the range of health and safety legislation that applies to workplaces.</p> <p>8 The challenges of managing an international workforce international employment issues and aspects of managing expatriate employees on a worldwide and/or regional basis.</p>	<p>designing work analysis</p> <p>3.5 Outline how the workflow impacts the organisational structure</p> <p>4.1 Compare and contrast performance appraisal vs performance management</p> <p>4.2 Design an appraisal system</p> <p>4.3 Outline performance management problems and possible solutions</p> <p>4.4 Describe career management, development and planning</p> <p>4.5 Illustrate how to manage employee turnover and retain staff</p> <p>4.6 Explain the different forms of employee compensation</p> <p>4.7 Compare and contrast base pay vs fringe benefits</p> <p>4.8 Analyse the legal requirements, economic influences and current issues regarding pay structure</p> <p>4.9 Outline the effects of financial incentives</p> <p>4.10 Analyse Pay for Performance (PFP) problems and reasons for failure</p> <p>4.11 Explain supplemental pay, insurance, retirement and employee services benefit plans</p> <p>5.1 Outline factors affecting ethical decisions</p> <p>5.2 Explain employment justice and compare distributive vs procedural justice</p> <p>5.3 Design employee handbook</p> <p>5.4 Analyse conditions that contribute to high performance</p> <p>6.1 Describe the role and functions of trade union</p> <p>6.2 Explain why workers join unions</p> <p>6.3 Outline laws and regulations affecting labour relations</p> <p>7.1 Describe the Occupational Health and Safety</p> <p>7.2 Examine and conduct research on workplace injuries and diseases</p> <p>7.3 Analyse contemporary issues related to health and safety</p> <p>8.1 Analyse the Human Resource challenges of globalisation</p> <p>8.2 Demonstrate designing International Human Resource policies and practices</p> <p>8.3 Describe Foreign Direct Investment (FDI) management</p> <p>8.4 Outline the factors affecting HRM in international markets</p>
<p>Methods of Evaluation: A 3-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Human Resource Management with a weighting of 100%.</p>	

Recommended Learning Resources: Human Resource Management

<p>Text Books</p>	<ul style="list-style-type: none"> • Strategy and Human Resource Management (Management, Work and Organisations) by Peter Boxall and John Purcell. ISBN-10: 140399210X • Human Resource Strategy: A Behavioural Perspective for the General Manager by George Dreher and Thomas W Dougherty. ISBN-10: 0071181113 • Strategic Human Resource Management: Contemporary Issues by Mark Saunders, Mike Millmore, Philip Lewis, Adrian Thornhill and Trevor Morrow. ISBN-10: 027368163X
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>None</p>

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