



SEVERN
BUSINESS
COLLEGE

**CPD Level 5 Advanced Diploma in Human
Resource Management**

Course Handbook

Qualification

CPD Level 5 Advanced Diploma in Human Resource Management

Level

5

Guided Learning Hours

320

Total Qualification Time Hours

1200

Credit Value

120

Qualification Objective

How do people function, operate and flourish in a business? Will the employees change due to business, technology and society changes? These are the sorts of questions HR professionals seek for answers and the course provides answers by covering a wide range of topics, rooting fundamental HR principles in a contemporary business context.

In addition to providing a comprehensive knowledge of business and human resource management, the structure of the course ensures that students have the widest possible range of career, employment and higher education opportunities available to them on completion of the course.

Assessment

Assessment is through practical assignments, with no exams - to more accurately reflect the real working environment.

Unit Structure of the Qualification

Units	Unit level	Unit credit
Human Resource Management	5	30
Human Resource Professionals	5	30
Employee Engagement	5	30
Personal and Professional Development	5	30

Assessment Grades

Marks Ranges	Marking Criteria
Pass	All learning outcomes are achieved. All assessment criteria are met.
Fail	All learning outcomes are not achieved. All assessment criteria are not met.
No Marks	Plagiarism

UNIT SPECIFICATIONS

Unit Title

Human Resource Management

Level

5

Guided Learning Hours

80

Learning Time Hours

300

Credit Value

30

Learning Outcomes and Assessment Criteria

The learning outcomes describe the abilities that learners will possess after they have completed the unit. The assessment criteria provide a list of achievements sufficient to demonstrate that a learner has met the learning outcomes.

Learning Outcome	Assessment Criteria
<i>To achieve this unit a learner must:</i>	<i>Assessment of this outcome will require a learner to demonstrate that</i>

	<i>they can:</i>
1 Analyse the concept of human resource management (HRM) and its impact upon organisations	1.1 Discuss the concept of HRM in relation to the traditional approach of personnel management 1.2 Analyse the main HR activities involved within HRM 1.3 Analyse the external and internal factors influencing HRM practice 1.4 Evaluate the ways the HR function contributes to the organisation 1.5 Discuss the ways in which the HR function can be evaluated
2 Assess the processes that arise from the application of human resource management in the workplace	2.1 Analyse the role strategic HRM plays in organisational performance 2.2 Evaluate the role HR policies play in defining organisational values 2.3 Assess the effectiveness of competency based approaches
3 Appraise the various procedures and practices involved in HRM, including human resource planning, resourcing, employee development, relations and reward, and evaluate their application	3.1 Discuss the process of human resource planning and its role in HRM 3.2 Appraise the activities involved in employee resourcing 3.3 Appraise the activities involved in employee development 3.4 Appraise the activities involved in employee relations 3.5 Appraise the activities involved in employee reward

UNIT SPECIFICATIONS

Unit Title

Human Resource Professionals

Level

5

Guided Learning Hours

80

Learning Time Hours

300

Credit Value

30

Learning Outcomes and Assessment Criteria

The learning outcomes describe the abilities that learners will possess after they have completed the unit. The assessment criteria provide a list of achievements sufficient to demonstrate that a learner has met the learning outcomes.

Learning Outcome <i>To achieve this unit a learner must:</i>	Assessment Criteria <i>Assessment of this outcome will require a learner to demonstrate that they can:</i>
1 Analyse the impact of the changing nature of HRM in terms of its implications for professional practice and development	1.1 Analyse how the evolution of HR has impacted on HR service delivery, roles, and responsibilities 1.2 Discuss the factors that impact on the changing role and nature of the HR function 1.3 Discuss the main frameworks and models that have developed around the role of the HR practitioner 1.4 Discuss the impact of current trends in HR service delivery on the skills, knowledge and behaviours required by the HR professional
2 Appraise contemporary debates regarding the future of the HR profession, identifying implications for professional practice and development	2.1 Discuss recent research and debates on the future of HR 2.2 Analyse the impact of emerging workforce trends, including technology on the future work of the HR professional 2.3 Discuss the implications of projected changes from a personal development viewpoint
3. Discuss the implications of adopting a professional and ethical approach to HRM in the workplace from both an organisational and individual practitioner viewpoint	3.1 Discuss HRM as a profession 3.2 Discuss ethical perspectives and theories in order to develop a business case for ethical HRM 3.3 Discuss the ethical rationale for maintaining the values and standards within the workplace 3.4 Appraise a range of day-to-day HRM activities within the workplace, identifying potential ethical and professional tensions and proposing solutions

UNIT SPECIFICATIONS

Unit Title

Employee Engagement

Level

5

Guided Learning Hours

80

Learning Time Hours

300

Credit Value

30

Learning Outcomes and Assessment Criteria

The learning outcomes describe the abilities that learners will possess after they have completed the unit. The assessment criteria provide a list of achievements sufficient to demonstrate that a learner has met the learning outcomes.

Learning Outcome <i>To achieve this unit a learner must:</i>	Assessment Criteria <i>Assessment of this outcome will require a learner to demonstrate that they can:</i>
1 Analyse the concept of employee engagement in order to explain its contribution to organisational success	1.1 Discuss the concept of employee engagement within an organisational setting 1.2 Explain the importance of the dimensions of employee engagement within an organisation 1.3 Analyse the impact of employee engagement on the employee's commitment to the organisation
2. Assess the impact of engagement on the individual's working experience	2.1 Discuss the positive impacts of employee engagement on the experience of the employee working in an organisation 2.2 Assess the negative impact that reduced employee engagement can have on the employee experience of work
3. Analyse the link between approaches to reward and employee engagement	3.1 Analyse the impact of reward on levels of employee engagement 3.2 Discuss the extent of the relationship between reward and employee engagement 3.3 Discuss the impact of employee engagement on organisational success

UNIT SPECIFICATIONS

Unit Title

Personal and Professional Development

Level

5

Guided Learning Hours

80

Learning Time Hours

300

Credit Value

30

Learning Outcomes and Assessment Criteria

The learning outcomes describe the abilities that learners will possess after they have completed the unit. The assessment criteria provide a list of achievements sufficient to demonstrate that a learner has met the learning outcomes.

Learning Outcome <i>To achieve this unit a learner must:</i>	Assessment Criteria <i>Assessment of this outcome will require a learner to demonstrate that they can:</i>
1 Understand how self-managed learning can enhance lifelong development	1.1 Evaluate approaches to self-managed learning 1.2 Propose ways in which lifelong learning in personal and professional contexts could be encouraged 1.3 Evaluate the benefits of self-managed learning to the individual and organisation
2 Be able to take responsibility for own personal and professional development	2.1 Evaluate own current skills and competencies against professional standards and organisational objectives 2.2 Identify own development needs and the activities required to meet them 2.3 Identify development opportunities to meet current and future defined needs 2.4 Devise a personal and professional development plan based on identified needs
3 Be able to implement and continually review own personal and professional development plan	3.1 Discuss the processes and activities required to implement the development plan 3.2 Undertake and document development activities as planned 3.3 Reflect critically on own learning against original aims and objectives set in the development plan 3.4 Update the development plan based on feedback and evaluation