



SEVERN
BUSINESS
COLLEGE

**CPD Level 5 Diploma of Higher Education
in Human Resource Management**

Course Handbook

Qualification

CPD Level 5 Diploma of Higher Education in Human Resource Management

Level

5

Guided Learning Hours

640

Total Qualification Time Hours

2400

Credit Value

240

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

Stage A Level 4 Certificate of Higher Education in Human Resource Management (120 credits)

Units	Unit level	Unit credit
Business and Business Environment	4	30
Human Resource Functions	4	30
Employability Skills	4	30
Entrepreneurship Skills	4	30

Stage B Level 5 Diploma of Higher Education in Human Resource Management (120 credits)

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

Business and Business Environment

Level

4

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 the organisational purposes of businesses	1.1 Identify the purposes of different types of organisation 1.2 Describe the extent to which an organisation meets the objectives of different stakeholders 1.3 Explain the responsibilities of an organisation and strategies employed to meet them
2 Understand the nature of the national environment in which businesses operate	2.1 Explain how economic systems attempt to allocate resources effectively 2.2 Assess the impact of fiscal and monetary policy on business organisations and their activities 2.3 Evaluate the impact of competition policy and other regulatory mechanisms on the activities of a selected organisation
3 Understand the behaviour of organisations in their market environment	3.1 Explain how market structures determine the pricing and output decisions of businesses 3.2 Illustrate the way in which market forces shape organisational responses using a range of examples 3.3 Judges how the business and cultural environments shape the behaviour of a selected organisation

UNIT SPECIFICATIONS

Unit Title

Human Resource Functions

Level

4

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 Explain how the human resource function contributes to the achievement of business objectives in contemporary organisations	1.1 Summarise the contribution of human resource objectives to the achievement of business objectives 1.2 Explain how human resource objectives are evolving in response to changes within the contemporary business environment, including the demand for flexibility within the workplace 1.3 Summarise human resource objectives for a business organisation
2 Explain how different perspectives of human resource management impact on the organisation and workforce	2.1 Differentiate between definitions of human resource management and personnel 2.2 Explain 'hard' and 'soft' approaches to human resource management 2.3 Summarise the role of key stakeholders in delivering a strategic approach to HR

3 Summarise the role and function of human resources within the key areas of resourcing, reward, and performance	3.1 Outline different methods of recruitment and selection 3.2 Recommend the most effective techniques for retaining talent within the organisation 3.3 Outline key performance management activities and initiatives (including high performance working) 3.4 Recommend creative and effective policies for reward management 3.5 Analyse the relationship between resourcing, performance management and rewarding talent, and how this contributes to the achievement of business objectives
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UNIT SPECIFICATIONS

Unit Title

Employability Skills

Level

4

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 Explain the concept of employability, its relevance and value to both employing organisations and individuals	1.1 Explain what is meant by employability and the attitudes, skills and behaviours that are increasingly demanded by employers when recruiting staff 1.2 Summarise the relevance and value of this shift in selection criteria for new staff in relation to the changing workplace
2 Assess your own skill set in terms of employability and use it to write a unique curriculum vitae (CV) and complete relevant job applications, maximising your potential value to an employer	2.1 Compare your own skill set against the employability skills sought by employers in order to identify gaps and how you might address these through personal development plans 2.2 Utilise your skill set effectively and creatively to complete the documents required when applying for jobs
3 Outline how your skill set can be used to demonstrate your employability during the recruitment and selection process	3.1 Outline the different screening processes that may be used as part of employee selection and how you would use your skill set to navigate this screening effectively 3.2 Reflect on how you intend to use your own skills and experience to maximise your potential to a prospective employer at interview 3.3 Explain the usefulness of employability skills when starting a new job and how these could be evidenced during a probationary period 3.4 Describe how employability skills can help a new employee integrate with and become an effective contributor to a team

UNIT SPECIFICATIONS

Unit Title

Entrepreneurship Skills

Level

4

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 Explain the benefit of entrepreneurship and innovation to an economy and how new businesses can impact communities	1.1 Explain the terms entrepreneurship, enterprise, social enterprise, intrapreneurship, and innovation 1.2 Explain the key characteristics of micro, small, and medium-sized businesses 1.3 Discuss business models that an enterprise can use 1.4 Discuss the types and the process of innovation 1.5 Evaluate how organisations can create their own enterprising culture
2 Discuss the characteristics and motivation of entrepreneurs and how an entrepreneur builds and converts an idea into a successful business	2.1 Explain the personal qualities required when starting a business 2.2 Explain common mistakes that entrepreneurs make in their first year of business 2.3 Evaluate the motives for starting an enterprise 2.4 Explain strategies for growth and exit strategies in an enterprise
3 Explain the key factors for developing an innovative enterprise	3.1 Assess market research intelligence to develop an enterprise 3.2 Evaluate the sources of finance available to a new business 3.3 Explain the physical resource requirements of an enterprise 3.4 Assess the human resource requirements for an organisation 3.5 Explain common legal and insurance requirements that an enterprise needs to address

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 <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 human resource	1.1 Discuss the concept of HRM in relation to the traditional approach

management (HRM) and its impact upon organisations	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</i>

	<i>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