



SEVERN
BUSINESS
COLLEGE

**Qualifi Level 7 Diploma in Human
Resource Management**

Course Handbook

Qualification

Qualifi Level 7 Diploma in Human Resource Management

Ofqual Number

603/0722/5

Level

7

Total Qualification Time

1200

Credit Value

120

Aim of the Course

The qualification has been designed to meet the needs of senior/middle managers in the running of their businesses, and to facilitate their progression to high levels within their organisation.

Managers need to be aware of issues, able to analyse their potential outcomes and consequences, and decide how to react. They do not have to be expert in all areas of business, but they need to possess a general awareness of what specialist facilities and services exist, and how they can assist in carrying out that role. The programme includes contemporary topics reflecting key issues within the 21st century business environment as well as the latest developments in management research.

Assessment

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

Course Structure

Qualifi Level 7 Diploma in Human Resource Management			
Unit number	Units	Unit level	Unit credit
HRM701	Contemporary HRM	7	20
HRM702	Leading, Managing and HR Development	7	20
HRM703	Resourcing, Talent Management and Development	7	30
HRM704	Performance Management	7	20
HRM705	Employee Relations	7	10
HRM706	Investigating a Business Issue from an HR Perspective	7	20

Assessment Grades

Grade	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

Contemporary HRM

Level

7

Learning Time Hours

200

Credit Value

20

Unit aim

The aim of this unit is to provide learners with the ability to understand and analyse the impact of internal and external environmental forces on organisational strategy and management of people. Also, to enable the learner to analyse a range of organisational contexts and how they develop ways to respond such environmental forces and the role of HR professionals in contributing to it.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1: Understand the environment of modern organisations and changing nature of contemporary HRM.	1.1: Analyse the key internal and external forces impacting upon organisation. 1.2: Describe the changing nature of HRM in response to environmental forces.
2: Understand the impact of changes to the structure and nature of industry, employment law and working patterns on HRM.	2.1 Explain the impact of globalisation and international forces on organisational HR strategies and practices. 2.2: Explain the impact of demographical, social & technological trends on HR strategies and practices. 2.3: Explain the impact of government policy and legal regulation on HR strategies and practices.
3: Understand the process of strategic management and the role of HR professionals in contributing to it.	3.1: Explain strategic contexts and terminology. 3.2: Carry out stakeholder analysis and environmental audit. 3.3: Identify the role of HR professionals in strategic planning.
4: Understand the diverse application of HR practices in a range of organisational contexts.	4.1: Identify a range of organisational contexts. 4.2: Evaluate the application of a HR function in an organisational context in achieving set goals and objectives.

Textbooks

Armstrong's Handbook of Human Resource Management Practice, 11th Edition
Strategy and Human Resource Management, Peter Boxall and John Purcell, 3rd Edition

UNIT SPECIFICATIONS

Unit Title

Leading, Managing and HR Development

Level

7

Learning Time Hours

200

Credit Value

20

Unit aim

The aim of this unit is to provide learners ability to diagnose, analyse and solutions for problems arising in relation to leadership, management and development of human resource in a range of organisational contexts. Learners will be enabled to appraise the effectiveness of organisational strategies, processes and practices in efficient and effective leadership and management, also the contribution of HRM/HRD practitioners to organisational change.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1: Understand the theoretical and conceptual basis for HRM and HRD in organisations and major contemporary developments in this area.	1.1: Describe the different approaches in developing HR strategy. 1.2: Identify the links between HR strategy and organisational performance. 1.3: Identify the role of different concepts in creating high performing organisation.
2: Understand the nature of leadership and its contribution to individual, group and organisational development.	2.1: Identify the nature and approaches to the study of leadership. 2.2: Explain the significance of the leadership role in creating and sustaining high performing organisation.
3: Be able to evaluate the contribution of HRM and HRD functions in an organisation.	3.1: Identify the aims, objectives and practices of HRM and HRD. 3.2: Understand organisational dynamics. 3.3: Formulate strategies in different functions of HR Management and Development.

4: Be able to promote professionalism and ethical approach to HRM and HRD practice in organisations.	4.1: Describe the changing role of HR function in an organisation. 4.2: Explain the ethical approach to HR functions. 4.3: Analyse and reflect on personal learning, professional development and practice.
5: Understand how to promote a flexible working environment and effective change management practices.	5.1: Identify the organizational change and barriers. 5.2: Explain the contribution of leadership, management and development of people to strategic organisational change.

Textbooks

John, P.W., Human Resource Development, 2nd ED,2005

Clareth, H., Marilyn, B., Managing Human Resource Development Programs, 2015

UNIT SPECIFICATIONS

Unit Title

Resourcing, Talent Management and Development

Level

7

Learning Time Hours

300

Credit Value

30

Unit aim

The purpose of this unit is to develop competence in understanding and analysing employment markets and demographic trends to create and implement effective, ethical and appropriate resourcing, retention, talent management and development strategies.

Also, the potential and limitations of the contribution of learning and talent development policies and strategies to formulating and achieving objectives at national, organisational, group and individual level will be discussed. Learners will assess the role of HRM professionals in designing, implementing and evaluating strategic planning relevant to employee resourcing, talent management and development.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1: Understand the theoretical and conceptual basis for employee resourcing and major contemporary developments in employee resourcing and talent management.	1.1: Explain the contextual and environmental themes and trends relevant to employee resourcing and talent management. 1.2: Explain the strategic significance of employee resourcing and talent management.
2: Understand the features and characteristics of changing employment markets as a basis for effective resourcing and talent management strategies.	2.1: Explain the ways in which employment markets vary and the implications for organisations. 2.2: Propose ways in which Long and short-term resourcing and talent planning can be carried out. 2.3: Explain the Human Resource Planning Process.
3: Understand the full range of professional functions associated with long- and short-term talent and succession planning.	3.1: Explain the professional functions.
4: Understand the theoretical and conceptual basis of learning and talent development and contemporary research evidence.	4.1: Explain the theoretical perspective of learning and talent development. 4.2: Explain the process and practices of learning and talent development.
5: Be able to design, implement and evaluate resourcing and talent management and development	5.1: Analyse the environmental context of employee resourcing and talent management and development. 5.2: Evaluate learning and talent development.

strategies.

Textbooks

Johnson, G., Scholes, K., and Whittington, R. Exploring Corporate Strategy: Texts and Cases (latest edition)

Grant, R M, Contemporary Strategy Analysis (latest edition)

Barney, J, Gaining and Sustaining Competitive Advantage (latest edition)

UNIT SPECIFICATIONS

Unit Title

Performance Management

Level

7

Learning Time Hours

200

Credit Value

20

Unit aim

The aim of this unit is to enable learners to understand the main elements that influence the performance of employees at all levels within an organisation and the ways in which such elements can be managed in a constructive manner. Further to provide learners with understanding to devise and implement appropriate HR practices and strategies that relate to Performance Management.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1: Understand the linkages between employee performance, HR practices and organisational performance.	1.1: Identify the linkages between HR practices and organisational performance. 1.2: Explain the role of HR in contributing to employee performance.
2: Be able to identify the barriers and blockages preventing expected standards of performance being met.	2.1: Identify the expected performance standards of an organisation and barriers and blockages in achieving those. 2.2: Formulate strategies and tactics to overcome the identified barriers and blockages.
3: Be able to analyse the key HR and employment practices influencing employee performance.	3.1: Identify the key HR and employment practices and their influence on employee performance.
4: Understand the key requirements of various systems central to performance management and their integration.	4.1: Identify various system central to performance management. 4.2: Explain various ways to integrate various systems central to performance management.

Textbooks

Armstrong's Handbook of Human Resource Management Practice, 11th Edition

Performance Management: Concepts, Skills and Exercises by Robert L. Cardy

UNIT SPECIFICATIONS

Unit Title

Employee Relations

Level

7

Learning Time Hours

100

Credit Value

10

Unit aim

The aim of this unit is to introduce learners to the importance of good employee relations for business success and the impact of changes which have affected employment relationships. Competencies required by HRM professionals in designing, implementing and evaluating employment relations strategies, plans, policies, systems and procedures to mitigate organisational risk, support organisational performance and meet the organisation's business goals will be discussed. Also, to develop the ability to make remedies to current/ potential conflict situations in compliance to legal and ethical considerations.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1: Understand the context of employee relations against a changing background.	1.1: Explain the theoretical perspectives of employee relations. 1.2: Assess the impact of environmental factors on employee relations. 1.3: Explain the role of employment law.
2: Be able to analyse the impact of local, national and international contextual factors on the employment relationship.	2.1: Explain the role of government in employee relations. 2.2: Assess how changes in trade unionism have affected employee relations. 2.3: Explain the role of management in employee relations within an organisation.
3: Understand the importance of employee relations on organisational performance.	3.1: Evaluate the integration of employment relations processes and their impact on organisational outcomes. 3.2: Explain the concept of employee participation and involvement in decision making process.

Textbooks

Employee Relations by John Gennard, Graham Judge
Exploring Employee Relations by Mike Leat (2nd Edition)

UNIT SPECIFICATIONS

Unit Title

Investigating a Business Issue from an HR Perspective

Level

7

Learning Time Hours

200

Credit Value

20

Unit aim

The aim of this unit is to develop learner's skills and knowledge of independent research, diagnose and make recommendations for change or improvements that are realistic, relevant and beneficial to specific organisation. In addition, this unit will enable learners to present a persuasive business report and/or a reasoned and logical case for changes in policies, practices and strategies reflecting academic research and writing skills.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1: Be able to identify and justify a suitable business issue that is of strategic relevance to the organisation	1.1: Identify a suitable topic for the project 1.2: Analyse the existing literature, contemporary HR policy & practices relevant to the chosen issue.
2: Be able to set out coherent aims and objectives and justify the research methods to be followed to achieve them.	2.1: Select the most appropriate research method for the relevant topic. 2.2: Undertake a systematic analysis of quantitative and/ or qualitative information and interpretation 2.3: Formulate conclusions and recommendations for improvement/ development

	supported by an implementation plan based on a cost-benefit analysis.
3: Be able to develop and present a persuasive business report.	3.1: Create a logical/clear written argument consistent with the traditions adopted in the chosen discipline to senior management of the organisation. 3.2: Write a reflective account of what has been learned during the project and how this can be applied in future.

Textbooks

Alan, B., Emma, B., Business Research Methods, 4th ED, 2015