



Level 3 HUMAN RESOURCES

Student Profile

This programme is designed for people who work in or wish to work in the field of Human Resource administration and management.

Objectives

The aims of this course are to enable students to:

- Develop a broad understanding of the principles of HR administration & management
- Learn techniques and good practice for Human Resource administration
- Select a modular approach to study which provides opportunities to specialise
- Prepare for CIPD studying qualifications
- Extend their existing HR knowledge and experience
- Gain a recognised award from a leading UK awarding body

Study Method

The course is designed for study by distance learning at work or at home. Students receive course manual, assignments and studyguide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of enrolment.

Assessment

Each element is followed by a written assignment, which is submitted and marked by your tutor. There is no external examination required.

Course Accreditation

At the end of this course successful learners will receive a level 3 NCFE Award certificate of achievement. That means that it is independently accredited at a level of learning equivalent to level 3 on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland. The course is provided in conjunction with Kendal Publishing Limited - a licenced NCFE centre.

NCFE is recognised as an awarding body by the qualification regulators for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland

Course Duration

Students may register at any time and have a full year to complete their studies. The course will take around 150 hours of study to complete.

Pack/Course Contents

Your study pack is dispatched in full at the time of enrolment and provides all you need to complete your studies:

- Studyguide
- Comprehensive study notes for each element of the course
- Self-assessment activities
- Assignments
- Tutor support
- Assignment marking & feedback
- Certification

Price and Payment Methods

Please refer to current price list

Course Structure

The course consists of nine study units from which students may elect to study ANY FIVE. This provides a very flexible form of study giving an opportunity for students to choose units which are most appropriate to their job, career or personal development needs

Course Content

The course is divided up into nine units, as follows:

HR1

Recruitment and Selection

1. Overview - The Recruitment Process
2. Defining the Vacancy
3. The Power of Advertising
4. The Use of Agencies
5. Targeted Selection - Competency based Interviewing
6. Selection and Making an Offer
7. The Importance of Diversity
8. The Induction of New Staff

HR2

Human Resources Legislation

1. Employers rights and obligations
2. Employees rights and obligations
3. Legislation

HR3

Employee Relations

1. Managing Employee Relations
2. Staff Motivation
3. Communication
4. Dealing with Conflict
5. Grievance Procedure
6. Disciplinary Procedure

HR4

Performance Management

1. Monitoring & Recording Performance
2. Performance Agreement
3. Performance Plan
4. Monitor and Review
5. Performance Review

HR5

Records & Systems

1. Importance of Keeping Records
2. How and When to Store Information
3. Data Protection Act 1998
4. Email and use of the Internet within Personnel

HR6

Payroll

1. Understanding the Payroll Function
2. Paying an Employee
3. Deductions
4. Pay Statements

HR7

Training and Development

1. Identifying Training Needs
2. Choosing External Training
3. Planning the Training
4. Preparing the Training
5. Delivering the Training
6. Evaluating the Training

HR8

Team Building

1. The aims of team building
2. Organisation and planning
3. How to get the most out of a team
4. A successful team building structure
5. Taking team building into the office
6. Further information on team building

HR9

Coaching & Mentoring Staff

Coaching Staff

1. Understanding Coaching
2. When to Coach
3. Providing Feedback
4. Setting Objectives
5. When to Intervene
6. Review & Learn from the Experience
7. Common Problems

Mentoring Staff

1. Role & Responsibilities In Mentoring
2. Identify Individual Mentoring Needs
3. Effective Mentoring Relationships
4. Review Progress
5. Evaluating Effectiveness of Own Practice