

HUMAN RESOURCES MANAGEMENT (OTHM/05/01-L5DBM)

Qualification Number: 603/2176/3

Credit Value: 20

Unit Reference Number :J/616/3021

Unit Aims :

The purpose of this unit is to introduce learners to the theory and practices related to an organisation's human resources. It exposes learners to the components of human resource management (HRM) practices and to the skills of HRM through a range of case studies.

Learning Outcomes

HUMAN RESOURCE MANAGEMENT FUNCTION

- Personnel management and human resource management: development of personnel management; change in contexts leading to human resource management tasks (selection, recruitment, payroll administration, employee motivation, reward management, employment termination); training and development; performance management (planning, monitoring, recording) employee relations; working in partnership with functional areas; involvement of line managers

DIFFERENT PERSPECTIVES OF HRM

- Soft' and 'hard' human resource management, models of Guest and Storey, differences between HRM and IR and personnel practices; strategic approaches to HRM

PERFORMANCE MANAGEMENT

- The role, purpose and types of appraisal, 360 degree feedback, the skills of carrying out appraisals and giving feedback, the link of appraisals to reward management

HEALTH AND SAFETY LEGISLATION

- Counselling and employee welfare: the traditional welfare function
- Occupational health practices and policies, the management of ill health at work, costs and absenteeism, accidents at work (statistics), ergonomics, alcohol and drug abuse, HIV and AIDS, stress and stress management, workplace counselling □
- Health and Safety at Work Act (1974) and the role of the Health and Safety Commission, European Community Directives e.g. Working Time Regulations (1998), Fair Work Act (2009)

- Other topical issues: e-recruitment, e-learning, flexible benefits, work-life balance, employee voice, changes to pension schemes

MOTIVATION AND REWARD MANAGEMENT

- Motivation: theories of motivation e.g. F Taylor, E Mayo, A Maslow, F Herzberg, D McGregor, D McClelland, V Vroom; relationship between motivation theories and reward; employee involvement techniques; membership of work groups board, works councils, quality circles, intraorganisational groups (transnational, national, site specific); devolved authority and responsibility; open communications; organisational culture □
- Reward management: job evaluation; factors determining pay, reward systems; pay; performance-related pay; pension schemes; profit sharing; employee share options

EMPLOYMENT LEGISLATION

- Employment legislation: Sex Discrimination Act 1975; Equality Act 2010; European Working Time Directive; Employment Relations Act 1999;; Data Protection Act 1998; Employment Rights (Dispute Resolution) Act 1998; Role of Employment Tribunals

Assessment Criteria

1. Demonstrate an understanding of the nature and scope of HRM and its importance to the effective management of organisations .

- 1.1 Assess the functions of human resource management in contributing to organisational performance.
- 1.2 Distinguish between personnel management and human resource management.
- 1.3 Evaluate the role and responsibilities of line managers in human resource management.

2. Describe the pivotal areas of HRM in a range of organisational contexts.

- 2.1 Evaluate the importance for human resource planning in organisations.
- 2.2 Discuss the stages involved in planning human resource requirements.
- 2.3 Evaluate the effectiveness of the recruitment and selection techniques.

3. Understand how to apply HRM concepts and theories to address business problems and issues.

- 3.1 Assess the effectiveness of reward management strategies.
- 3.2 Examine the methods organisations use to monitor employee performance.
- 3.3 Evaluate the process of job evaluation and other factors determining pay.

4. Assess contemporary issues affecting strategic human resource management.

4.1 Identify contemporary issues affecting strategic human resource management.

4.2 Analyse contemporary issues affecting strategic human resource management.

4.3 analyse the impact of the legal and regulatory framework on human resource management.

- You will be assessed via submission of assignment. Your assignment should cover Assessment criteria under learning outcomes 1 to 4.
- Word Count – 3000 words.