Al-Maktoum College of Higher Education

Take the next steps in your education

Professional Development Award (PDA)

Human Resource Management An Introduction

GT6W 47

1 CONTENTS

2 WELCOME

Welcome to the PDA Human Resource Management: An Introduction. The PDA, HNC and HND Human Resource Management have been designed to equip learners with the knowledge, understanding and skills across a range of disciplines to provide a sound basis for success in the Human Resource environment, both in employment, progression in employment or to higher level Human Resource Management degree or professional qualifications. The PDA in Human Resource Management: An Introduction at SCQF level 7 covers practical skills and theoretical knowledge that meets the needs of employers. The PDA develops knowledge and skills in areas such as: HR policy and practice, interviewing skills and recruitment and selection. The overall aim of the qualification is to provide learners with an introduction to issues relevant to an HR discipline. It is designed to develop knowledge of the role of human resources management as a key function within organisations.

HNC introduces the key functions in an HR environment e.g. law, interviewing, HRM in business, communication, continued professional development and the ability to manage people in diverse environments. The HNC also develops human cognitive and transferable skills that are key for success in the business environment.

As a student of Al-Maktoum College of Higher Education you will benefit from an extensive programme taking place at our campus within Dundee, delivered by our dedicated team and other professional colleagues who are subject specialists. We aim to provide a cohort-based experience for all our students through facilitating access to events which run throughout the academic year to share insights and knowledge from across our academic subjects.

Please engage with our virtual and in-person events which we have coordinated to aid with your student journey, creating a sense of community and support. Please contact us if you have any questions, suggestions or concerns.

I welcome you all into our community and wish you the very best for your studies.

Warm wishes

Michelle Young

Academic Registrar and Programme Lead

3 STAFF

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4 INTRODUCTION

The Professional Development Award (PDA) in Human Resource Management (HRM): An Introduction at SCQF level 7 was designed to provide an alternative study option for those who are considering a career in Human Resource Management, those already carrying out a role in this discipline or for learners who might not be able to commit to a full time HNC but would like to develop their skills in this area whilst achieving a recognised qualification.

The title of the award reflects the competencies its successful learners will have achieved as learners will be introduced to the subject Human Resource Management which will include a holistic overview of how HRM can add value to an organization. Learners will also develop a knowledge of the role of HRM as a key function within an organisation.

The qualification is aimed at a variety of learners, for example, those already working in an HR discipline, those who carry out HR functions in their jobs or those with a general interest in the subject area. The qualification may also be suited to learners who have completed an academic course and are looking to enhance their understanding of HRM with a view of making a career in this discipline.

 The PDA framework is made up of existing mandatory units from HNC Human Resource Management which are optional units within the HNC Business Framework.

Successful completion of the PDA will provide learners with a foundation for further HRM units at more advanced SCQF levels and will also provide learners with transferable skills to add value in similar career disciplines.

4.1 GENERAL INFORMATION FOR LEARNERS

This section will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

Whether you are interested in a career in HR, or if you have some industry experience and would like to broaden your understanding of Human Resource Management, this PDA is designed to act as a stepping-stone for learners who are unable to commit to full-time study in the HNC/HND courses. This PDA provides a stepping-stone towards an HNC in Human Resource Management or a HNC in Business.

As well as providing you with knowledge and skills in the HR and Business industry, on successful completion of the PDA learners will also achieve a recognised qualification. The award is made up of core units from HN Human Resource Management and HNC Business which will provide a solid foundational knowledge of HR.

The PDA is aimed at those who are currently in employment and who may be working in HR, carrying out HR functions or those with a general interest in the area. The PDA may also suit learners who have recently completed an academic course and are looking to enhance their understanding of HR or those who seek to find out what HR entails with a view to making a career in the area.

The course is also suitable for those learners who may wish to gain a holistic view of how human resource management can add value to an organisation as well as develop an understanding of the factors of change that have shaped and continue to influence the discipline of human resource management.

Successful completion of the award will provide a foundation for further human resource management units at more advanced SCQF levels. This course offers a gateway to people currently working in HRM or those with an interest in

it. Due to its compact nature, it may provide an opportunity for people to undertake a small course which may be appealing to learners with jobs or other commitments.

The PDA may appeal to learners fresh out of education as it provides a comprehensive insight into the profession, allowing learners the opportunity to explore career paths. The award would also provide a stepping-stone towards in HNC in Human Resource Management or HNC in Business.

5 LEARNING HOURS

Classes are made up of lectures, seminars and tutorials. There will be six hours teaching per week. You will be expected to undertake additional independent study including reading, homework or exercises which will be assigned by your lecturers. Therefore, for each semester there will be approximately 6 hours per week for teaching and 6 hours per week for independent study tasks.

6 UNIT INFORMATION

Unit code	Title	SCQF level	HN Credits
J2FH 34	Human Resource Management: Introduction	7	1
J2FK 34	Interviewing: Skills and Practice	7	1
J2FS 34	Recruitment, Selection & Induction	7	1

This group award is made up of 3 SQA credits. It compromises 24 Scottish Credit and Qualification Framework (SCQF) credit points all of which are mandatory.

Human Resource Management: An Introduction
This introductory unit is intended for learners who plan to pursue an extended course of study in Human Resource Management (HRM), or who are considering a career in this discipline. It is also suitable for those learners who may wish to gain a holistic overview of how human resource management can add value to an organisation. It is designed to develop knowledge of the role of human resource management as a key function within organisations and to develop an understanding of the factors of change that have shaped and continue to influence the discipline of human resource management.

Outcomes:

On successful completion of the unit the learner will be able to:
1. Contextualise and explain the factors that are currently shaping human resource management policy and practice.
2. Explain the main activities of an effective human resource function.
3. Analyse the benefits of, and barriers to, achieving an effective human resource management function.

Interviewing: Skills and Practice
This unit is designed to enable learners to apply the knowledge, skills and practice required to conduct effective interviews in a range of contexts. It is aimed at learners who have current experience of working in a position with human resource management responsibilities or who are returning to human resource management after a break. It is also suitable for those who do not presently have current human resource management experience but have aspirations of taking up a human resource management role in the future or to successfully conduct interviews in another workplace role. Successful completion of this unit will provide a foundation for further human resource management units at more advanced SCQF levels.

Outcomes:

On successful completion of the unit the learner will be able to:
1. Demonstrate effective interview planning and interviewing techniques.
2. Identify and take follow-up action

Recruitment, Selection and Induction
This unit is designed to provide an introduction to the recruitment, selection and induction process. It will provide learners with the knowledge and skills to enable them to effectively contribute to each stage of the process.

Outcomes

On successful completion of the unit the learner will be able to:
1. Contribute to the recruitment process.
2. Contribute to the selection process
3. Design an induction programme for a new employee.

7 AIMS OF THE QUALIFICATION

The overall aim of the qualification is to provide learners with an introduction to issues relevant to an HR discipline. It is designed to develop knowledge of the role of human resources management as a key function within organisations. This PDA at SCQF level 7 is aimed at learners who want to expand their skills in an HR discipline whilst achieving a recognised qualification. Successful completion of this unit will provide a foundation for further human resource management units at more advanced SCQF levels.

General aims of the qualification
The general aims of the PDA are to:
- Develop and enhance employment skills relevant to a HR or related discipline.
- Enable progression within the SCQF.
- Develop study and research skills.
- Develop transferable and Core Skills.
- Challenge and foster an enjoyment of the subject.
- Develop knowledge and skills such as planning, analysing and synthesising.

7.1 SPECIFIC AIMS OF THE QUALIFICATION

The specific aims of the PDA Human Resource Management: An Introduction are to:

- Enable learners to develop knowledge and understanding of the operational areas of HRM.
- Develop learners' skills, knowledge and understanding of practical and administrative areas of HRM as preparation for employment at an appropriate level.
- Develop a range of core and transferable skills essential within HRM.
- Prepare learners for progression to further studies in HRM or related disciplines.

8 RECOMMENDED ENTRY TO THE QUALIFICATION

Entry to this qualification is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided by the SQA Qualification Design Team (QDT) as guidance only. Learners would benefit from having attained the skills, knowledge and understanding required by one or more of the following or equivalent qualifications and/or experience: For entry to the PDA Human Resource Management: An Introduction, learners would benefit from having attained the skills, knowledge and understanding required by one or more of the following or equivalent qualifications and/or experience: The benchmark for entry to this award has been taken as SCQF level 5 for all Core Skills except Numeracy which is set at SCQF level 4.

The awards are designed to develop all Core Skills towards SCQF levels 5 and 6 as appropriate. In addition, centres may wish to specify:

- Any relevant Scottish Group Award at SCQF level 5 or SCQF level 6.
- Any two relevant National Courses at SCQF level 6 together with three at SCQF level 5 or above.
- An SVQ in a relevant area at SCQF level 5 or 6.

Mature learners with no qualifications but with suitable workplace experience and/or and skills may be accepted.

8.1 CORE SKILLS ENTRY PROFILE

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	5	Written papers, reports, projects and presentations (oral and written) to questions and case studies based on non-routine and complex business problems/scenarios.
Information and Communication Technology	5	Use and application of standard ICT packages, for example Google Docs, Microsoft Office, Sage in order to research, interpret and present financial and numerical data.
Problem Solving	5	Problem solving is fundamental across a number of units.
Working with others	5	Learners will demonstrate a high level of autonomy across all units and will also have to demonstrate their ability to connect with colleagues and this is specifically addressed in the Interviewing: Skills and Practice and Recruitment, Selection and Induction units.

9 ASSESSMENT

The design principles encourage a holistic approach to assessment. In addition to traditional assessments such as reports, essays and case studies, innovative arrangements also let learners use ICT for providing their evidence and other methods such as group or collaboration assessment. Assessment exemplars are provided for exemplification for all mandatory units. Assessment exemplars are accessible via the secure website which is available to centres via their SQA co-ordinator.

Reasonable assistance:
Reasonable assistance is the term used by SQA to describe the difference between providing learners with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all teaching and learning processes. Assessors may provide advice and guidance on examination technique and clarification on the meaning of command words which may appear in an examination paper, prior to the formal examination.

Assessment strategy for the qualification

Unit	Assessment		
	Outcome 1	**Outcome 2**	**Outcome 3**
Human Resource Management: Introduction	Open-book. Integrated report.	Open-book. Presentation or report. Outcomes 2 and 3 can be combined in holistic assessment (different format to be used from outcome 1).	
Interviewing: Skills and Practice	Can be ongoing assessment or end of unit assessment. Role-play — interviews supported by written evidence.		
Recruitment, Selection and Induction	Outcomes 1 and 2 can be combined in a holistic assessment. Portfolio/report with practical element.		Open-book. Set of questions to provide evidence, for example induction pack

10 ARTICULATION AND/OR PROGRESSION

There are opportunities for learners undertaking the PDA: Human Resource Management: An Introduction to progress to further study. For example, Successful completion of the award will provide a foundation for further human resource management units at more advanced SCQF levels. The PDA may suit learners hoping to progress to the HNC in HRM or Business.

Student Administration will be responsible for recording any extensions which have been approved. Students must complete the Extension Request form which is available within the Student Resources section of the website Student Forms & Documents | Al-Maktoum College of Higher Education (almcollege.ac.uk)

The College aims to ensure fair and equal treatment in the assessment of all students and that no student is unjustly denied or unfairly granted the benefits of continuous assessment. Please consult the Summative Assessment Policy for more details. Academic Policies & Procedures | Al-Maktoum College of Higher Education (almcollege.ac.uk)

The College is aware that its aim of securing fair and equal treatment in the assessment of all students is ultimately inextricable from disability–related issues and is, therefore, anxious to ensure that proper provision/reasonable adjustment is always made. You can help the College to achieve this aim by communicating any relevant information to Student Administration studentadmin@almcollege.ac.uk

11 PROFESSIONAL RECOGNITION

Professional recognition represents the biggest and most difficult barrier facing the HNC/D awards. The Chartered Institute of Personnel and Development (CIPD) represents over 145,000 members both in the UK and abroad and has established itself as a key policy influencer and voice for the profession. CIPD qualifications are regarded as the standard for the industry and the CIPD accredits and delivers CIPD awards across the UK and beyond. Prior to 2011 the CIPD endorsed the HNC award subject to identified units being undertaken.

However, the CIPD has refined and repositioned its model, aligning the higher level awards at Masters (SCQF 11) level, introducing a new level and pathways and more recently premising their qualifications on a set of professional principles. These changes in structure and approach have served to widen the gap between the CIPD awards and the HNC/D awards.

While CIPD no longer accepts the HNC/D for exemptions to its professional qualifications, learners would be able to apply on an individual basis requesting exemption for particular subjects on the basis of the units successfully achieved in the HNC/D.