

## Module title: Human Resource Management

<b>Module code:</b>	HRM	<b>NQF level:</b>	Level 4
<b>Credit value:</b>	15 credits	<b>Study duration:</b>	9 weeks

### Module description

This module will investigate and analyse the ways in which Human Resource Management (HRM) policies, practices and procedures operate within organisations. This is a complex and interesting subject which will encourage you to comment on and critically analyse legal frameworks and theoretical models against the examples, scenarios, policies and procedures you have seen in practice within organisations.

### Aims

- Explore the dynamic roles of management in the area of human resources by examining the internal and external environment of business; and
- Analyse the job functions of human resource management—including staffing, performance appraisal, training and development, compensation, labour relations, and international human resource management.

### Learning outcomes

On completion of this module students will be able to:

- Identify job requirements, develop job descriptions, and recommend job qualifications
- Outline and understand the recruitment and selection process by assessing various tools including testing, application blanks, interviews, references, and resumes
- Understand major laws affecting personnel practices
- Distinguish between various compensation programs and rate different incentive plans as motivations in particular situations
- Formulate simple programs of policies and guidelines for motivation of employees, effective communication, and safety concerns
- Discuss the importance of the socialisation process in developing a dedicated, loyal, productive employee; and develop a process to bring it about including the essentials of employee training and management development.

### Syllabus

- Human resources management and equal employment opportunity
- Human resources planning: job design, recruitment, and selection
- Career development and performance appraisals
- Compensation, benefits, and incentives
- Safety, health, and employee rights
- Labour relations and collective bargaining
- Human resources management: international
- Multi cultural workforce issues

### Learning and teaching methods

The Learning and Teaching Methods for the module follow the intended online delivery strategy for the programme as a whole. The module will be delivered through the provision of specified reading materials on the virtual learning platform, which shall be supported by specified discussion forums and lecturecasts, and Tutor support will be available to students via phone, email, and a fortnightly synchronous question and answer (Q&A) session.

### Assessment

Description of unit of assessment	Length / Duration	Submission Date	Weighting
Discussion contributions	Fortnight	End of Unit 2 and Unit 6	20%
Mid-module Assignment	1,500-2,000 words	End of Unit 4	30%
Journal Entries	300-500 words	Bi-weekly submission	20%
End of Module Project	1,500-2,000 words	End of Unit 9	30%