

## PERSONNEL SKILLS COURSE – LEVEL 2 AWARD



The **Personnel Skills - Level 2 Course** is designed for people wishing to improve their knowledge of Human Resources issues including recruitment and personal development, with a view to contributing to HR Management. The course is also designed to improve their knowledge and make a greater contribution to personnel administration.

The course provides an introduction to Personnel Management and progression from this course could include studying for a CIPD qualification.

### Objectives:

#### At the end of the course you will be able to:

- Understand the importance of maintaining accurate personnel records.
- Identify the legal requirements of data protection and use of data.
- Locate sources of further information and keep abreast of legislation.
- Assist in conducting an effective recruitment and selection process.
- Contribute to an effective induction process.
- Appreciate the concept of self-development, and action planning.
- State the difference between disciplinary, capability and grievance procedures.
- Understand basic employment legislation including health & safety, equal opportunities and diversity.

On successful completion of the course you will receive a recognised level 2 award (Comparable to working at GCSE or NVQ Level 2).

### The Course Includes the Following Units:-

#### ➤ Unit One - Records Systems & IT

The following topics are covered: Initiating and maintaining accurate records, Manual and computerised systems, IT software and application in Personnel, Data Protection Act 1998 and Email and use of the Internet within Personnel.

#### ➤ Unit Two - Recruitment & Selection

The following topics are covered: Initiating The work cycle, The importance of recruitment and selection, Overview - Recruitment process, Selection process and making an Offer, Induction and Evaluation.

#### ➤ Unit Three - Personal Development

The following topics are covered: Initiating Introduction, Self-Development in the workplace, Negotiations and influence, Time management and Continuing Professional Development.

**Price:**  
£250.00

#### Instalment Options:

You can spread the payments for this course over 4 monthly payments. 1 initial payment of £100.00, followed by 3 monthly payments of £50.00.

#### Course Format:

Paper Based Course Materials

#### Assessment:

Coursework

#### Approximate Study Time:

80 Hours of Self Study

## ➤ **Unit Four - Employee Relations**

The following topics are covered: Initiating Managing employee relations, Interviewing Skills, Grievances in the workplace, Disciplinary matters and Employee involvement.

## ➤ **Unit Five - Legislation in Personnel**

The following topics are covered: Initiating Employment Legislation, Civil Law, Employee protection rights, Trade Unions and redundancy and Other legislation.

### **Pre-Requirements:**

There are no particular entry requirements.

### **Course Duration & Support:**

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. As the course is self study you can complete in as little or as long a time as you prefer.

### **Assessment:**

You will be assessed on coursework which is detailed in the course materials. Most coursework consists of short paragraph answers to set questions. Your work can be sent back to your course tutor by email or by post.

### **Qualification:**

The award is gained from successfully completed coursework so there is no exam to complete.

On successful completion of this course, students will receive a **Level 2 Personnel Skills Award**.

This award has been independently accredited at a level of learning equivalent to level 2 on the National Qualifications Framework (NQF) and is comparable to working at GCSE or NVQ Level 2.



The award is issued through NCFE. NCFE is recognised as an awarding body by the qualification regulators ('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.