

HUMAN RESOURCES COURSE – LEVEL 3 AWARD



The **Human Resources - Level 3 Course** is designed for people who work in or wish to work in the field of Human Resource administration and management.

Objectives:

The Objectives of the Course are 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.

On successful completion of the course you will receive a recognised level 3 award (Comparable to working at A Level or NVQ Level 3).

The course has 9 possible units from which students must 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.

Students must select 5 of the Following 9 Units:-

➤ Unit One – Recruitment & Selection

The following topics are covered: Overview – The Recruitment Process; Defining the Vacancy; The Power of Advertising; The Use of Agencies; Targeted Selection – Competency based Interviewing; Selection and Making an Offer; The Importance of Diversity; and The Induction of New Staff.

➤ Unit Two – Human Resources Legislation

The following topics are covered: Employers rights and obligations; Employees rights and obligations; and Legislation.

➤ Unit Three – Employee Relations

The following topics are covered: Managing Employee Relations; Staff Motivation; Communication; Dealing with Conflict; Grievance Procedure; and Disciplinary Procedure.

➤ Unit Four – Performance Management

The following topics are covered: Monitoring & Recording Performance; Performance Agreement; Performance Plan; Monitor and Review; and Performance Review.

Price:
£350.00

Instalment Options:

You can spread the payments for this course over 4 monthly payments. 1 initial payment of £155.00, followed by 3 monthly payments of £65.00.

Course Format:

Paper Based Course Materials

Assessment:

Coursework

Approximate Study Time:

160 Hours of Self Study

➤ **Unit Five – Records & Systems**

The following topics are covered: Importance of Keeping Records; How and When to Store Information; Data Protection Act 1998; and Email and use of the Internet within Personnel.

➤ **Unit Six – Payroll**

The following topics are covered: Understanding the Payroll Function; Paying an Employee; Deductions; and Pay Statements.

➤ **Unit Seven – Training & Development**

The following topics are covered: Identifying Training Needs; Choosing External Training; Planning the Training; Preparing the Training; Delivering the Training; and Evaluating the Training.

➤ **Unit Eight – Team Building**

The following topics are covered: The aims of team building; Organisation and planning; How to get the most out of a team; A successful team building structure; Taking team building into the office; and Further information on team building.

➤ **Unit Nine – Coaching & Mentoring Staff**

The following topics are covered: Understanding Coaching; When to Coach; Providing Feedback; Setting Objectives; When to Intervene; Review & Learn from the Experience; and Common Problems; Role & Responsibilities in Mentoring; Identify Individual Mentoring Needs; Effective Mentoring Relationships; Review Progress; and Evaluating Effectiveness of Own Practice.

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 3 Human Resources Award**.

This award has been independently accredited at a level of learning equivalent to level 3 on the National Qualifications Framework (NQF) and is comparable to working at A Level or NVQ Level 3.



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.