

Human Resources - Level 3 Course

Key Information

Course Format:

Paper Based Course Materials

Price:

£350.00

Assessment:

Written Assignments

Payment Options:

Spread the cost over 4 monthly payments

Approximate Study Time:

160 Hours of Self Study

Initial Payment of

£155.00

Approximate Delivery Time:

1-2 Working Days (Courier Service)

Followed by 3 payments of:

£65.00



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

On successful completion of this course students will receive an accredited Level 3 Certificate of Achievement.

Objectives:

The Objectives of the home study courses 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

The home study courses has nine available 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.

Additional units can be bought for £50.00 each. Please contact our sales team for information on how you can purchase the additional units. You can add your chosen units to the order comments box when placing an online order or alternatively we will contact you shortly after your order to confirm your chosen units.

You will 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.

• 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.

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• 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

Coaching 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.

Mentoring Staff - The following topics are covered: Role & Responsibilities in Mentoring; Identify Individual Mentoring Needs; Effective Mentoring Relationships; Review Progress; and Evaluating Effectiveness of Own Practice.

Course Duration:

Students may register at any time and have a full year to complete their studies. The home study courses will take approximately 160 hours of study to complete.

Prerequisites:

There are no particular entry requirements.

Technical Support:

Once you have enrolled, you will have access to your own personal tutor by mail or email. You will receive full tutor support for a 12 month period.

Certification:

On successful completion of this course students will receive a Human Resources Certificate of Achievement by ABC Awards and a Learner Unit Summary (which lists the details of all the units you have completed as part of your course).



The completion of this course alone does not lead to an Ofqual regulated qualification but may be used as evidence of knowledge and skills towards regulated qualifications in the future. The unit summary can be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this sector. To this end the learning outcomes of the course have been benchmarked at Level 3 against level descriptors published by Ofqual, to indicate the depth of study and level of difficulty involved in successful completion by the learner.

Further information about Ofqual's Qualification & Credit Framework level descriptors can be found at <http://www.ofqual.gov.uk/qualifications-and-assessments/qualification-frameworks/levels-of-qualifications/>

The course has been endorsed under the ABC Awards' Quality Licence Scheme. ABC Awards' endorsement involves a robust and rigorous quality audit by external inspectors to ensure quality is consistently met. A regular review of courses is carried out as part of the endorsement process. This means that the course developers (Kendal Publishing) have undergone an external quality check to ensure that the organisation and the courses it offers, meet certain quality criteria. The course itself has been designed by Kendal Publishing to meet specific learners' or employers' requirements.