

Principals of Human Resource Practice- Level 3 Certificate (RQF) Course

Key Information

Course Format:
Paper-Based & Online Course Materials

Price:
£420.00

Assessment:
Written Assignments

Payment Options:
Spread the cost over 4 monthly payments

Approximate Study Time:
260 Hours of Self Study

Initial Payment of
£192.00

Approximate Delivery Time:
2-3 Working Days (Recorded Delivery)

Followed by 3 payments of:
£76.00



The **Principles of Human Resource (HR) Practice – Level 3 Certificate (RQF) Course** is suitable for any learners who are new to HR, work in a HR support role and wish to develop their knowledge and skills or who are looking to further their HR career with a nationally recognised qualification.

The course aims to provide the learner with the knowledge and skills for what is required of an individual working in a HR role. The course will investigate a key area of HR in each unit in order to provide the learner with a detailed understanding of the sector as a whole.

On successful completion of this course students will receive a Level 3 Certificate Qualification listed on the Regulated Qualifications Framework (RQF) with 26 credits.

Special Offer: Students will receive both the Paper-Based and Online versions of this course, giving you flexibility in how you study. Students can use the online portal to submit assignments and to log tutor support questions.

The course consists of the following units:

• Unit 1 - Introduction to HR Practices (J/506/2583)

This unit aims to develop the learner's knowledge and understanding about the role of Human Resource Management and how Human Resource Management influences the business activities of an organisation.

Learning Outcomes: Understand the role of Human Resource Management; and Understand how Human Resource Management influences the business activities of an organisation.

• Unit 2 - Introduction to employment legislation (F/506/2582)

This unit aims to develop the learner's knowledge and understanding about requirements of employment law and the role of employment contracts.

Learning Outcomes: Understand the requirements of employment law; and Understand the role of employment contracts.

• Unit 3 - Understanding employee rights and obligations (L/506/2584)

This unit aims to develop the learner's knowledge and understanding about the employer and employee expectations within the workplace and principles of redundancy and redeployment.

Learning Outcomes: Understand the employer and employee expectations; Understanding the principles of redundancy; and Understand the principles of redeployment.

• Unit 4 - Understanding the management of employees' performance (R/506/2585)

This unit aims to develop the learner's knowledge and understanding about the management of employees' performance and underperformance in the workplace.

Learning Outcomes: Understand the factors that affect an organisation's talent planning, recruitment and selection policy; Understand recruitment and selection methods for the resourcing of talent; Understand how to contribute to the recruitment and selection interviewing process for a job role; and Understand the induction process.

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- **Unit 5 - Principles of employee motivation, commitment and engagement (Y/506/2734)**

This unit aims to develop the learner's knowledge and understanding about the link between performance management and motivation, reward and recognition and the role of the performance review.

Learning Outcomes: Understand performance management; Understand reward and recognition; and Understand how to carry out a performance review.

- **Unit 6 - Understanding recruitment and selection (D/506/2587)**

This unit aims to develop the learner's knowledge and understanding about the factors that affect an organisation's recruitment and selection policy and the recruitment and selection methods used. It will also provide an understanding about how to conduct an effective section interview.

Learning Outcomes: Understand the principles and theories underpinning recruitment, selection and induction practice; and Understand the principles and techniques of candidate assessment.

- **Unit 7 - Understanding onboarding, induction, training and development (H/506/2588)**

This unit aims to develop the learner's knowledge and understanding about the onboarding and induction process and how to support the training and development needs of individuals. It will also enable the learner to understand the need for CPD activities to meet the identified needs of individuals.

Learning Outcomes: Understand the onboarding and induction process; and Understand how to support the training and development process of individuals.

Prerequisites:

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:

The course is assessed through a series of written assignments, which are submitted then marked by your tutor. There is no external examination required. Each unit of the course will look at a different aspect of Human Resource, and the learner is expected to be able to show evidence of the skills they have acquired.

The assignment requires learners to use various techniques to form arguments and conclusions including: analysing data, understanding different approaches and forming theories based on evidence. To achieve the qualification, the learner must achieve all 26 credits from all seven units.

Coursework assignments can be returned by uploading to the online portal, by email or by post. We recommend that assignments are completed and returned as word-processed documents through the online portal. Handwritten documents can be accepted but need to be clear and legible and may be subject to a longer marking time.

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Qualification:

The Qualification is gained from your coursework so there is no exam to complete. On successful completion of this course students will gain a Level 3 Certificate in Principles of Human Resource (HR) Practice Qualification.

This qualification has been accredited on the Regulated Qualifications Framework ([RQF Qualification Accreditation Number - 601/3213/9](#)). This is a Level 3 Certificate Qualification and has 26 credits.

You can find further information on qualifications and their levels on the Ofqual Qualification & Credit Framework level descriptors page.

The qualification award is issued through Skillsfirst. The course materials have been endorsed by the Awarding Organisation Skillsfirst, and have undergone extensive scrutiny to ensure that they meet the required standards and that the quality is consistent throughout. Skillsfirst are an awarding organisation who are committed to designing, developing and certificating a diverse range of nationally recognised qualifications.

Skillsfirst have over 75 years of collective experience in adult learning and have a passionate team who are dedicated to providing top quality education and work-based learning. Skillsfirst are regulated by Ofqual and are an approved UK awarding organisation. This course provides successful students with a qualification listed on the Regulated Qualifications Framework, accredited by Skillsfirst at level 3 and assessed through NCC, a licensed Skillsfirst centre.