

Nottingham Trent University Course Specification

Basic Course Information

1.	Awarding Institution:	Nottingham Trent University
2.	School/Campus:	Business School/City Campus
3.	Final Award, Course Title and Modes of Study:	MSc Human Resource Management Full-time and part-time
4.	Normal Duration:	Full time: 1 year; Part time: 2 years
5.	UCAS Code:	Not relevant

6. Overview and general educational aims of the course

This course has been designed specifically to enable those who have recently started their careers in HRM or who are seeking to start such a career to gain a Masters qualification in HRM through completing a programme of study which has been approved by the Chartered Institute of Personnel and Development (CIPD) as meeting the requirements of their Professional Development Scheme. Such a course of study also leads to Associate Membership of the CIPD and is a pre-requisite for you to apply eventually for Chartered Membership and Chartered Fellowship of the CIPD.

The overall aim of the course is to develop your ability to be critically evaluative of the practice of HRM whether it is in your own or other organisations. You will develop wider knowledge, understanding and critical awareness of human resource management and its strategic application and this will enable you to make an improved contribution to organisational and job performance. The course will develop your analytical, diagnostic, decision making, interpersonal, multicultural and professional skills and provide opportunities for you to carry out applied research into specific aspects of human resource management within organisations

If you are based in the UK the course will provide you with an opportunity for professional development and for enhanced career development at a time when a Masters qualification is becoming increasingly recognised by employers in all sectors of the economy. Internationally HR is becoming increasingly professionalised and a Masters qualification approved by the CIPD will enable you to gain a firm foothold on the HR career ladder.

Other benefits include:

- Online course materials and tutor support to enable flexible access to learning resources in both time and learning space.
- A specialist teaching team experienced in HRM practice and research.
- The attainment of a valued qualification from a respected Business School.
- The opportunities for learning and development afforded by the wider postgraduate community in the Business School
- Support and guidance where appropriate for you to apply for full CIPD membership
- If you choose to study part-time mode, the course will enable you to combine study with work and personal commitments

7. **Course outcomes**

Course outcomes describe what you should know and be able to do by the end of your course if you take advantage of the opportunities for learning that we provide.

Knowledge and understanding

By the end of the course you should be able to:

1. Demonstrate a critical knowledge and understanding of the primary theories and concepts relevant to Human Resource Management (HRM) in a Business Context
2. Demonstrate a critical knowledge and understanding of the primary theories and concepts relevant to People Resourcing and Talent Management
3. Demonstrate a critical knowledge and understanding of the primary theories and concepts relevant to Learning and Talent Development
4. Apply knowledge, tools and techniques to resolve issues in new and diverse situations within the HRM discipline.
5. Evaluate the rigour and validity of published research and assess its relevance to the practice of HRM and synthesise existing research to identify alternative approaches.
6. Demonstrate the ability to make recommendations for organisational practice based on theoretical insights through a process of experiential or applied learning.
7. Demonstrate an aptitude for independent critical thought and rational inquiry.
8. Demonstrate creativity and intellectual curiosity in both the application and synthesis of knowledge.
9. Demonstrate proficiency in the use of techniques of research and enquiry to draw conclusions from a critical evaluation of relevant issues.
10. Demonstrate an appreciation of the wider social, environmental and economic sustainability issues and their interrelationships which may be impacted by or have an impact on organisational activities.
11. Understand the environmental, social, governance and ethical problems that may occur in the HRM discipline and apply appropriate frameworks or professional codes to resolve such problems.
12. Critically self-reflect, and demonstrate an international awareness and openness to the world, based on an appreciation of social and cultural diversity.
13. Develop a critical understanding of the role of the HRM discipline in the global context.
14. Demonstrate a critical understanding of the role of the HRM discipline in a wider organisational context.

Skills, qualities and attributes

By the end of the course you should be able to:

15. Analyse a variety of relevant data used in diverse contexts to support effective decision making in the HRM discipline.
16. Communicate key issues and arguments in written and oral format to a professional standard.
17. Effectively use information and communication technologies relevant to the HRM discipline.
18. [Work collaboratively in internationally diverse teams.](#) *
19. Make decisions and exercise judgement in organisational settings when faced with a range of alternative courses of action.
20. Take personal responsibility for continuing professional development and develop the capacity to be an effective and reflective practitioner.

[*Not applicable to the part-time course](#)

8. Teaching and learning methods

The guiding principle behind the course is to produce capable and effective professionals. A key requirement on this course is to provide you with a rich and flexible learning environment which takes account of cultural diversity, particularly for the full time programme and which includes the use of online technologies to enhance your learning.

Our teaching and learning methods are based on two related assumptions:

Philosophical

That the primary responsibility of the tutor is the provision of appropriate learning opportunities. Engagement or not with those opportunities is your responsibility, though the exercise of that responsibility is influenced by the opportunities provided.

Practical

That you already have a grounding through qualifications and experience of or interest in managerial and human resourcing practice. Additionally, you have a level of maturity and belief in managing your own learning; deciding what is significant for you in what to learn, having some control over how you learn and a willingness to share knowledge and experience with other members of the course. You need to be an independent and self-motivated individual.

Lectures and seminar discussions will enable you to develop your knowledge and understanding of the subject material and formal and informal group work will develop your ability to work constructively with others. Role plays will develop your professional and personal skills. The use of video sources and podcasts will allow key topics in the area of HRM to be discussed enhancing your knowledge and understanding of these and developing your awareness of the diversity of

experience and opinion of each course member

Overall the teaching and learning methods are designed to maximise your learning opportunities during the life of the course. They are also designed to engage each course member's involvement in the learning process of themselves and their colleagues through:

- o A focus on group as well as individual activities
- o Incorporation of a range of teaching and learning methods
- o Application and use of e-learning technologies including the Nottingham Trent On-line Workspace (NOW)

These methods are the means by which you will develop both a deeper level of knowledge and the critical awareness which are the hallmarks of a Master's graduate.

9. Assessment methods

Our intention is to assess all of the learning outcomes of each module. To assess your knowledge and understanding we will use examinations, case study analysis, written assignments, group and individual presentations as the main assessment methods. To assess skills, qualities and attributes we will use assessments based on the exercise of professional skills, either individually or as a group. If you are assessed via group work in a module there will also be an individual assessment of some kind. Our aim, as far as possible, however, is to have only one summative assessment in each module, although formative assessments will be used to help you to develop your understanding of what is required from the assessments.

10. Course structure and curriculum

Whether you are studying full or part-time you will join the course in September or October and you will attend an induction. The induction for the full and part time courses has been specifically designed with the different needs of these groups of students in mind to help you get the most from the experience of studying at postgraduate level. It will include critical analysis, problem solving, ethics and professionalism, cultural awareness, university procedures and processes, key library resources and skills to access them and, crucially, will allow you to get to know one another. Other aspects of university life which will be covered in the Induction will be Student Support Services, the Students Union and Careers Service.

The overall nature and duration of the induction will be different for full and part time students recognising that you will have different learning needs and will find different challenges in studying at postgraduate level. For full time students the induction will last between 5 and 10 days and will include a residential element. For part-time students the main induction will last for two days. The residential element of HRM in its Business Context will, for part-time students, expand upon elements of induction

Full time mode

Following induction your studies will commence in Term 1 with three modules, each of which is 20 credit points. You will study these in parallel

These will all be assessed at the end of Term 1.

- HRM in its Business Context
- People Resourcing and Talent Management
- Designing, delivering and evaluating learning and development provision

In Term 2 you will study Learning and Talent Development and Performance Management and a choice from two other modules listed below. Each of these is 20 credit points:

- Managing Employee Relations and Employee Engagement
- HRM in an International Environment

Each module will be assessed on its completion.

Research Methods and Professional Skills will be taught throughout the course and will be assessed by one formative written assignment and two summative written assignments towards the end of the course.

In Term 3 you will work in a small group on a real life consultancy project in a local business. The aim of the project is to enable you to:

- understand and apply project management theory and tools,
- integrate theory and practice to demonstrate creativity in problem solution
- engage with a complex, real project by applying theory to the workplace
- develop your skills as a researcher, critical thinker and HR professional
- encourage personal development through reflection
- develop your capacity to work with others as a professional consultancy team through active participation in a live consultancy project.

Part-time mode

You will normally attend university on one afternoon and one evening per week (usually the same weekday each week).

In the first year you will study the following three modules:

- HRM in its Business Context
- People Resourcing and Talent Management
- Learning and Talent Development.

These modules will be studied one per term and you will complete the learning and assessment for one module before starting the next. During HRM in its Business Context there will be a two day residential workshop at which you will carry out a group project and present the results.

In the second year you will study three elective modules, for example, Performance Management, Employee Relations and Employee Engagement and Employment Law. Other electives can be

offered depending on demand

You will also research and write a dissertation in the second year usually this will be based within your own organisation.

If the competing demands of work, study and personal life become difficult to balance successfully you may elect to complete the research and writing for your dissertation during the first term of a third year of study (a so-called 7th term).

Research Methods and Professional Skills will be taught throughout the course and will be assessed by one formative written assignment and two summative written assignments towards the end of the course.

Personal and/or work circumstance might dictate that you have to defer your studies at a certain point in the course. If this is the case completed modules will be recorded by the University and with the CIPD and you may return at a later date to complete your course of study. (*Such a return to study will be subject to University regulations on the length of deferrals*).

Interim Awards

There are two possible sets of interim awards short of the MSc details of each are outlined below:

University validated interim awards

These are the Postgraduate Certificate in Human Resourcing and the Postgraduate Diploma in Human Resourcing.

The Postgraduate Certificate in Human Resourcing would be awarded to a student who completed 60 credit points of study i.e. 3 modules. The Postgraduate Diploma in Human Resourcing would be awarded to a student who completed 120 credit points of study, i.e. any 6 modules. The interim awards of Postgraduate Certificate in Human Resourcing and Postgraduate Diploma in Human Resourcing will be equally available to full and part time students.

Neither of these interim awards is approved by the CIPD.

University validated and CIPD approved interim awards

These are the Postgraduate Certificate in Human Resource Management and the Postgraduate Diploma in Human Resource Management.

You would be eligible for the award of Postgraduate Certificate in Human Resource Management if you completed HRM in its Business Context, People Resourcing and Talent Management and

Learning and Talent Development (i.e. 60 credit points of study). You would be eligible for the Postgraduate Diploma in Human Resource Management in the following circumstances:

Full time MSc HRM students: you must complete the three modules above, Research Methods and Professional Skills and the Group Consultancy project (120 credit points)

Part-time MSc HRM students: you must complete the three modules above, Research Methods and Professional Skills and the dissertation (120 credit points). The Postgraduate Diploma in Human Resource Management approved by the CIPD is the minimum requirement for eventually applying to become a full member.

Full time Course

The decision to make an interim award and of which type would be taken at the exam board at the end of your period of study.

Part time Course

You may choose to study only to the end of the first year. If you have completed the three core modules you would be awarded the Postgraduate Certificate in Human Management (CIPD Approved).

Some students who have enrolled on the part time MSc HRM course may, at the end of Year 1, decide to study only to the level of Postgraduate Diploma in Human Resource Management (CIPD approved). If this applies to you then you would complete the three core modules in Year 1. In Year 2 you would study one optional elective, Research Methods and Professional Skills and the Applied Management Research Report.

11. Admission to the course

Full time students

You will be required to have a good first degree (equivalent to 2.2), preferably in a business related subject and you should have English language at IELTS 6.5

Part time students

You should have a first degree *or* other qualification at an equivalent level *or* be able to provide sufficient evidence that you are capable of successfully completing a course of study at M level.

You should also have relevant work experience related to management and/or human resource management.

If your educational qualifications are at a lower level than a first degree you will be asked to provide some evidence of your capability to study on a Masters course. Typically you might be asked to complete a short assignment that would be assessed at interview by the Course Leader. If you have completed the Certificate in Personnel Practice or the Certificate in Human Resourcing Practice you would be assessed on an appropriate piece of work from that Course.

Accreditation of Prior Learning

If you have completed part of a CIPD approved or accredited course elsewhere we may be able to

offer you the opportunity to join the course with advanced standing against the modules which you have completed.

If you are an applicant for APL you will be required to submit evidence of completed work from your previous place of study and if these completed modules have previously been registered with the CIPD supporting evidence from the CIPD to that effect will be required. Each individual request for consideration will be assessed on a case by case basis by the course team. For example, if you completed the Postgraduate Diploma in Human Resource Management or Personnel Management at Nottingham Business School and wish to progress to an MSc in HRM it is likely that you would be required to complete a Research Methods module and a Dissertation.

12. Support for learning

Before induction you will receive all the general information you will need to join the course. Induction is an important part of this course and is discussed in Section 10.

Part-time students will be provided with Textbooks whilst full-time students will be provided with vouchers to assist with the purchase textbooks (included in your fees). These will be issued to you during the induction.

The course will make use of a dedicated web board for course participants in order to discuss, query and share information with the tutors and other participants which is in addition to email, telephone and face-to-face contact.

Library and Learning Resources Facilities (LLR)

A University Smart Card will be issued which will then allow access to all library and learning resources including the course web site which can be accessed on the University's Virtual Learning Portal Nottingham Trent On-line Workspace (NOW) which can be accessed at <https://now.ntu.ac.uk>

During the induction you will be able to familiarise yourself with the library facilities and guidance to LLR facilities will be provided at Induction by the Library Information Specialist. You will be able to check the LLR web site <http://www2.ntu.ac.uk/llr/> for opening times and information about other resources.

The LLR facilities include specific support for part-time and distance learners such as extended privileges, renewing books online, and providing access to libraries closer to you through the UK Libraries Plus scheme.

Academic Support:

If you require assistance of an academic nature, we suggest that you aim to solve it as quickly as possible, by discussing any problems related to a particular topic with the relevant tutor. This can be done face-to-face or electronically. In addition the Course Leader is available for any discussion on course matters and the Course Administrator is available to deal with the more administrative matters.

An important aspect of academic support is the one-to-one supervision of the research proposal and dissertation or applied consultancy project. This supervision will be provided through a mixture of face to face meetings, email and more generally through web-based discussions on the course's web board.

Non-Academic Support:

You will be able to speak to the Course Leader or Course Administrator, in confidence, regarding more personal matters; if they cannot help you, they will be able to direct you to someone who can. The University's central Student Support Services offers a range of advice, support, guidance and contacts and specific information on these services is provided in the Course Handbook which will be issued to you at Induction.

13. Graduate destinations / employability

Students who have graduated from a similar HRM Masters course report that the learning has greatly helped their knowledge and ability to apply it and this in turn has enhanced credibility at work and improved their career prospects. One student who is now the Deputy Chief Executive of a regional network of FE colleges offered the following comment *"it took some time to realise the impact that the Masters made on my thinking and for all the learning to work its way through. A couple of years later I know that it gave me much more confidence, new ideas, improved knowledge and analytical skills which have helped me to move to the new role as well as implementing some really positive changes at X before I left"*

Another recent graduate has established her own HR consultancy business. This has come about through support from The Hive – the University's centre for entrepreneurs, high-growth start-ups and spin-outs from university research, which promotes enterprise and gives you the knowledge to create a successful business venture. Another graduate progressed from being a Director of HR in an NHS hospital to a position in a blue chip consultancy organisation where he has taken on an international profile of clients.

14. Course standards and quality

- A course committee of staff and students annually monitors student feedback on the learning experience
- Employers' views on the suitability of the course are sought at regular intervals and on an annual basis via the Course Enhancement Board
- Detailed feedback is given on all assessed coursework
- All assessments are internally moderated.
- All applied consultancy projects/dissertations are second marked independently and the final mark agreed by the two markers in discussion.
- Assessed presentations will be assessed by at least two members of the teaching team and to aid moderation will be recorded where appropriate
- There are at least two External Examiners, one of whom is a professional practitioner, the other(s) are academic(s). Each submits an annual report on the standards and quality of the course
- The course is regularly discussed in staff meetings of the HRM Division of NBS and in specific

course meetings. Information from the staff-student committee meeting, from the external examiners' reports and from other sources is compiled into an annual Course Standards and Quality Report which is presented at a meeting of the School Academic Standards and Quality Committee and then incorporated into the school's annual report.

Improvements and amendments to the course are fed back to all parties

15. **Assessment regulations**

This course is subject to the University's Common Assessment Regulations (located in Section 16 of the Quality Handbook). Any course specific assessment features are described below:

Within this course there are no exceptions to the Common Assessment Regulations

16. **Additional Information**

Collaborative partner(s):	None
Course referenced to national QAA Benchmark Statements:	Yes
Course recognised by:	Chartered Institute of Personnel & Development
Date implemented:	September 2014
Any additional information:	

If this course is not what you were looking for then please look at the MSc in Management