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:	Postgraduate Diploma in Human Resource Management
		Part-time
4.	Normal Duration:	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 postgraduate qualification in HRM through completing a course 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 and professional skills and provide opportunities for you to carry out applied research into specific aspects of human resource management within organisations

The course will provide you with an opportunity for professional development and for enhanced career development at a time when postgraduate professional qualifications are becoming increasingly recognised by employers in all sectors.

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
- A course designed to help 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. Demonstrate the ability to make recommendations for organisational practice based on theoretical insights through a process of experiential or applied learning.

6. Demonstrate creativity and intellectual curiosity in both the application and synthesis of knowledge.

7. Demonstrate proficiency in the use of techniques of research and enquiry to draw conclusions from a critical evaluation of relevant issues.

8. 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.

9. 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.

10. Critically self-reflect, and demonstrate an international awareness and openness to the world, based on an appreciation of social and cultural diversity.

11. 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:

12. Analyse a variety of relevant data used in diverse contexts to support effective decision making in the HRM discipline.

13. Communicate key issues and arguments in written and oral format to a professional standard.

14. Take personal responsibility for continuing professional development and develop the capacity to be an effective and reflective practitioner.

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 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 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 programme. 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 level 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, and formative assessments will be used to help you to develop your understanding of what is required from the assessments.

10.	**Course structure and curriculum**

In the first year you will study alongside students on the part time MSc HRM. You will join the course in September or October and there will be a two day induction. This will cover 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.

Following induction you will normally attend university on one afternoon and one evening per week (usually the same weekday).

In Year 1 you will study three core 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 Context there will be a one or two day residential workshop at which you will carry out a group project and present the results.

In Year 2 you will choose to study one elective module. Examples of the electives that may be offered are shown below Each of these is 20 credit points:

- Managing Employee Relations and Employee Engagement
- Performance Management
- Employment Law

Other electives can be offered depending on demand.

Each module will be assessed on its completion.

Finally in Year 2 you will carry out some research and report on an HR business issue in the form of an applied management research report. Research Methods and Professional Skills will be taught throughout the programme and will be assessed by a 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).*

If you find that you have to leave the course or defer your studies there will be one possible interim award short of the Postgraduate Diploma in HRM. Provided you have completed HRM in Context, People Resourcing and Talent Management & Learning & Talent Development you could leave the course at this point with a University validated and CIPD approved Postgraduate Certificate in Human Resource Management.

11. Admission to the course

Entry requirements

For current information regarding all entry requirements for this course, please see the `Applying' tab on the course information web page.

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.

Textbooks or book vouchers (included in your fees) will be provided to assist you with your studies and 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. 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:

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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. 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 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 postgraduate 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 former student has been transferred from the East Midlands to work at a more senior level for his organisation in the USA. At a recent CIPD upgrading panel (27.05.2010) several former students presented themselves for upgrading and all mentioned the impact that their studies had had on their subsequent careers.

| 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 sample second marked and internally moderated. All management research reports are second marked independently and the final mark agreed by the two markers in discussion.
- 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

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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):	
	Course referenced to national QAA Benchmark Statements:	**Yes**
	Course recognised by:	**Chartered Institute of Personnel & Development**
	Date implemented:	**September 2014**
	Any additional information:	