Nottingham Trent University Programme Specification

	Basic Programme Information	
1	Awarding Institution:	Nottingham Trent University
2	School/Campus:	Nottingham Business School/City campus
3	Final Award, Programme Title and Modes of Study:	Certificate in Human Resources Practice PT
4	Normal Duration:	PT 1 year
5	UCAS code:	

6	**Overview and general educational aims of the programme**

The Foundation Level Certificate in Human Resources Practice (CHRP) is an 'entry level' qualification aimed at individuals seeking to commence a career whithin the HR profession. It also offers an opportunity to individuals who may have worked in the HR profession for some time but who have gained no formal qualifications. Successful completion of the programme therefore offers a 'second chance' route into higher education for those who missed out when they were younger.

Whilst this programme is delivered by Nottingham Business School the quaification is awarded by the Chartered Institute of Personnel and Development (CIPD).

Nottingham Business School has delivered CIPD foundation level HR programmes for over 30 years and this particular Certificate Programme, awarded by the CIPD, contributes to the overall Notttingham Business School CIPD qualification portfolio.

The overall aim of the programme is to develop your basic HR skills and to provide underpinning knowledge and understanding in a wide range of human resource disciplines, thus enabling you to enhance your contribution to your employing organisation's human resource function and activities. Successful completion of the programme will also contribute to any application you might make to become an Associate Member of the CIPD. The programme can also be seen as a 'stepping stone' along the way to you eventually joining an 'advanced level' HR programme.

Other benefits of studying the Certificate in Human Resources Practice at Nottingham Business School:
- Online programme 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 the largest HR professional association in Europe delivered by a highly respected Business School.
- The opportunities for learning and development afforded by the wider HR

student population at the Business School.

- Supoort and guidance where necessary for you to apply for the appropriate level of CIPD membership.
- A prgamme designed to help you combine study with work and personal commitments.

Aims

In common with the predecessor programme (PCPP/CPP) this course has two main aims:

1. To provide human resource practitioners, and people from other related disciplines, with basic skills training combined with theoretical underpinning, in a wide range of human resource disciplines, thus enabling them to enhance their contribution to their employing organisation's human resource function and activities.

2. To enable course members to obtain entry to further HRM courses previously not open to them through lack of formal academic qualifications. Credits gained from the CHRP may be accepted as a basic entry requirement for such courses.

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

Knowledge and understanding. By the end of the programme you should be able to:

- Understand the purpose of an organisation, its operating environment, the structure, culture and functions of an organisation and how HR activities support the organisation.
- Know how to deliver timely and effective HR services to meet user needs
- Understand the knowledge, skills and behaviours required to be an effective HR practitioner
- Understand the importance of effective induction
- Understand what data needs to be collected to support HR practices
- Know how HR data should be recorded, managed and stored.
- Understand the impact of employment law at the start of the employment relationship
- Understand the main individual rights that the employee has during the employment relationship and the issues to address at the termination of the employment relationship

Skills, qualities and attributes. By the end of the programme you should be able to:

- reflect on own practice and development needs and maintain a plan for personal development
- analyse HR information and present findings to inform decision-making
- explain the factors that affect an organisation's talent planning, recruitment and selection policy
- identify appropriate recruitment and selection methods
- contribute to the recruitment and selection interviewing process for a job role
- explain the link between organisational success, performance management and motivation
- explain the relationship between performance management and reward
- contribute to effective performance management and reward management in the workplace and conduct and reflect upon a performance review

8	**Teaching and Learning Methods**

A key requirement of this programme is to provide you with a rich and flexible learning environment which will require you to engage with the Nottingham Trent University Online Workspace 'NOW'. However experience from previous foundation level programmes informs us that you may be entering this programme having had many years away from education and might therefore have a variety of anxieties about re-engaging with academic studies, therefore the course has been designed with this in mind. Although you will be encouraged to develop your independent learning the programme incorporates a number of workshops which facilitate face to face contact with the teaching staff and your fellow students, and so helps to foster the confidence and discipline necessary for successful learning practices to be adopted.

We will use a variety of teaching and learning strategies to ensure that you are able to meet the skills development and learning acquisition criteria set by the CIPD for this qualification. Knowledge and understanding will be fostered by means of interactive lectures, case study analysis, group discussion and DVD presentations. Your skills, qualities and attributes will be developed by means of role-plays, skills based games, continuing professional development (CPD) recording and planning and work-based research. This list of possible teaching methods is not meant to be exhaustive and the teaching team will adapt its teaching and learning strategy in the light of experience and in response to feedback from participants on the programme.

Whilst all of the modules contain taught elements, we will place particular emphasis on independent learning throughout the programme. You will receive a full induction that will include training on the use of the University's Library and Information Resources and the NOW virtual learning portal. You will be encouraged to access course materials, complete exercises, and liaise with teaching staff, administration

staff and fellow students via the email and discussion board provision available on this site. In addition, you will be guided on all aspects of study skills, in particular relating to issues of report writing and conducting effective secondary research and basic primary research.

9	**Assessment Methods** The award of the Certificate in Human Resource Practice is based upon attendance on all modules together with the successful completion of a combination of all or some of the following: • Skills-based assignments • Written assignments (including reports, guidance notes, handouts, briefing guides etc.) • A Personal Development Plan and Reflective Statement All of the above will be assessed as either Pass or Fail for CIPD purposes. Each module has its own, specific, learning outcomes and related assessment criteria (as specified by the CIPD), which the assignments are designed to assess. Each module will, wherever possible, include a variety of assessment methods and the assessment focus will be alternated, where this is practicable, between modules which contain primarily skills-based assessments to those mainly evaluating knowledge through written assessment. Skills-based assignments are primarily designed to assess the Programme Outcomes relating to Knowledge and Understanding whereas written assignments primarily assess the Programme Outcomes relating to Skills, Qualities and Attributes. However, these are not absolute definitions and written assignments may assess, in part, the Programme Outcomes relating to Knowledge and Understanding whilst even skills-based assignments will contain some element of written work. You will receive verbal and written feedback from your relevant tutor/assessor and fellow students for each skills-based assignment. Written assignments, reports, guidance notes and all other forms of written submissions will receive written feedback from the relevant tutor/assessor, as will the Personal Development Plan and Reflective Statement that forms part of the Continuing Professional Development (CPD) process. Feedback will be designed to assist your continuing effective development. You will be encouraged to maintain a CPD log and Personal Development Plan, which should be updated (as a minimum) at the end of each module. In this, you will

reflect on your own practice and development needs and maintain a plan for personal development.

You will be provided with comprehensive information about the module learning outcomes, assessment criteria, assignments and assessments in the Course Handbook which will be issued both in a printed version at the start of the course, and as a downloadable e-version via the NOW virtual learning portal. Any amendments or updates will be discussed in class and provided electronically for download.

| 10 | **Programme structure and curriculum** |

The programme consists of 19 days of classroom-based study, delivered in four modules covering six CIPD units and comprising ten study sessions in total. The classroom-based study will be augmented by additional information and links made available using the Nottingham Trent University On-line Workspace (NOW) virtual learning environment. The programme equates to 28 CIPD Credit Points in total.

The three CIPD Core Element units:

- **Understanding Organisations and the Role of Human Resources**
  (CIPD Unit Code 3HRC)

- **Recording, Analysing and Using Human Resources Information**
  (CIPDUnit Code 3RAI)

- **Developing Yourself as an Effective Human Resources Practitioner**
  (CIPD Unit Code 4DEP)

have a value of 10 CIPD Credit Points in total and these will be delivered as part of an overarching theme of 'HR, the Organisation and You'. The three Core Elements units will be delivered in three two-day sessions and one one-day session, with additional information and links made available using the Nottingham Trent University On-line Workspace (NOW) virtual learning environment., plus any individual and group workshops as required.

The remaining three units:

- **Resourcing Talent** (CIPD Unit Code 3RTO)

- **Supporting Good Practice in Managing Employment Relations**
  (CIPD Unit Code 3MER)

- **Supporting Good Practice in Performance and Reward Management**
  (CIPD Unit Code 3PRM)

each of which have a value of 6 CIPD Credit Points, will be delivered as a series of six, two-day sessions. To be awarded the Certificate in Human Resources Practice, you will be required to complete all six units.

The skills-based nature of the programme should ensure that you have the opportunity, through role-play exercises, case studies and skills assessments, to practice and refine key skills that will be valuable to your everyday work activities and which will add to your development as an H.R. Professional. In addition, you will develop an understanding of the underpinning theories and concepts which will inform your practice at work and will help you to critically analyse and evaluate the practice and development of HRM in your workplace and make relevant recommendations to management and colleagues.

11	**Admission to the programme**

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**

The first module of the course will contain a comprehensive induction programme in which you will be introduced to the library and information resources, the NOW Virtual Learning Portal and receive tuition and guidance on study skills. You will also receive a copy of the Course Handbook which will contain a great deal of useful information about the course, the university and the support we provide for learning.

You will have off-campus access to electronic library materials and learning resources via the Web at any time that these are required. Electronic library resources form a core part of the support we provide to students, with over 200 databases and over 10,000 electronic journals accessible via the e-library web portal.

Virtually all of the teaching staff on the Programme are Chartered Members or Chartered Fellows of the CIPD. Many staff members participate in consultancy and many are active researchers.

The Programme Leader, in conjunction with the module teaching teams, oversees all students enrolled on the programme.

In addition to the academic support provided, the University also offers a wide range of non-academic support and a summary of this provision will be provided in the NBS Postgraduate and Professional Students' Guide which will form part of the induction documentation.

13	**Graduate destinations/ employability**

Students regularly report a greater feeling of confidence and assurance in their work

as a consequence of attending the predecessor CPP/PCPP course and it would be expected that this CHRP course (which should be even more relevant to those working or aspiring to work in an administrative HR role) will continue to generate the same feelings. Many former students reported pay increases and promotions during the course and thereafter. Most recent feedback from students indicated that the predecessor course was extremely enjoyable, had met their expectations and had benefited them in their jobs and workplace in general. Clearly, the skills-based nature of the course means that employers can see immediate benefits and ongoing improvements in the ability of students, along with consequent increases in performance.

The CIPD range of qualifications is widely recognised by employers, and qualification at some level is often an essential requirement stipulated when recruiting HR professionals. Attainment of the CHRP may enable you to progress onto other CIPD qualifications at Intermediate or Advanced level and will meet the requirement for evidence of underpinning knowledge as part of the assessment when applying for Associate membership of the CIPD.

14	**Programme standards and quality**

- A Programme Committee will meet at least twice during the course and will consist of student representatives, teaching staff and the Programme Leader. Previous programme committees have considered the concept and design of this particular programme provision. The Programme Committee for this course will consider student feedback on module delivery, and recommendations from the committee will actively inform the structure and design of the course from year to year.
- The teaching team will provide detailed developmental feedback on all assessed work. All work will be assessed and internally verified in accordance with the CIPD Quality Assurance model.
- The programme will be evaluated on an ongoing basis by the CIPD appointed External Verifier who will; check that the internal quality assurance systems and processes meet CIPD requirements, check that the assessors and Internal Verifiers meet CIPD requirements for their roles, sample assessment methods to ensure they are valid, reliable, safe and fair, sample assessment decisions to ensure they are based on valid, authentic, sufficient and current evidence and sample the centre's approval criteria to monitor ongoing compliance.

15	**Assessment regulations**

This programme is subject to the University's Common Assessment Regulations (located in its Academic Standards and Quality Handbook). Any programme-specific assessment features are described below:

16	**Additional Information**	
	Collaborative partner(s):	None
	Programme referenced to national QAA Benchmark Statements:	N/A
	Programme recognised by:	Chartered Institute of Personnel and Development
	Date implemented:	September 2011
	Any additional information:	