



Qualification

On successful completion of the programme you will be awarded a Certificate in Human Resource Management.

Awarding Body

This scheme is validated and awarded by the University of Wales. For further details regarding the University and its validation services, please visit www.wales.ac.uk/validation.

Course Description

This course is designed to meet the needs of newly appointed HR professionals or managers. The overall purpose is to introduce you to human resource management and provide you with opportunities to apply your knowledge and reflect on it. This course does not require any previous study of human resource management but presumes you are in employment (or recently have been) and thus builds on practical experience.

Mode

Online distance learning

Course Content (Modules)

Comprises four modules:

1. Economic and Business Context

- Characteristics of people (including differences and attitudes)
- Motivation
- Commitment
- Organisational theories
- Organisational culture

2. Human Resource Management

- Principles of HRM – different perspectives, practices, models, emerging themes
- HR planning
- Ergonomics
- Skills and abilities of employees

3. Work and Employment

- Selection and interview procedures
- Theories of work
- Factors affecting work – changing work patterns
- Unemployment
- The employment relationship & trust
- The psychological contract
- Employment exit – redundancy, retirement, dismissal

4. HR Development – Policies, Competence and Knowledge Management

- HRM policies
- Competency and competence
- Knowledge management – concepts & types
- Analysing jobs and roles
- Organisational learning, the learning organisation, nature of learning
- Training
- Personal Development Planning and career management

Assessment

There are four assessments in total that will provide you with the opportunity to apply your learning to problem situations (real and simulated) necessitating the development of recommendations based on an understanding of the context and basic principles.

Duration of Programme

Approximately 6 months but a maximum of two years.

Entry Requirements

Entry to the Certificate is available to all those who can demonstrate they will benefit from it. No formal entry qualifications are required. The programme is however designed to meet the needs of newly appointed first-line managers or team leaders and as such demands the ability to relate learning to the workplace. Candidates will therefore normally be practicing managers or have recent relevant experience.

What's Included

RDI's Online University **ilearn** is used to deliver all resources for this course including:

- **Study materials** - Access electronic copies of your learning materials and important information, such as assessment instructions, whenever and wherever you are.
- **Tutor support** - Tutors use live chats and forums to stimulate discussions, request input and highlight external sources.
- **External resources** - Links to external sources can include key journal articles, your university's online library, sites of topical interest, etc.
- **Discussion with other students** - Forums allow students to come together, share thoughts and ideas and you can initiate topics that you want to discuss with your fellow students.

Workload

We recommend an average of 8-10 hours study time per week for this programme.

Exemptions

No exemptions are allowed for this programme.

How to Apply

In addition to the completed application form:

- Copies of your relevant certificates and/or transcripts
- Two suitable references. Please note we can only accept academic and/or professional work references.
- Copy of your CV detailing your work history (covering the last five years)



Apply online

Visit our website www.rdi.co.uk



Email us

Email applications@rdi.co.uk



Call us

Contact us today on **FREEphone**
0800 COURSES / 0800 268 7737

What You Could Study Next

Successful completion of the programme may allow you entry to:

University of Wales Diploma in Human Resource Management.

* Subject to final validation