

SQA ADVANCED UNIT SPECIFICATION

GENERAL INFORMATION

-Unit Code	HT27 47 (SCQF level 7)
-Superclass-	AJ
-Title-	HUMAN RESOURCE MANAGEMENT 1

GENERAL COMPETENCE FOR UNIT: Analysing the role of Human Resource Management within organisations.

OUTCOMES

1. Evaluate the human resource management activities within organisations
2. Apply the principles of recruitment and selection to a given scenario
3. Evaluate the various methods of employee motivation
4. Explain the application of employment legislation within organisations

CREDIT VALUE: 1 SQA Credit at SCQF level 7

ACCESS STATEMENT: Access to the unit is at the discretion of the Centre. However, it would be beneficial if the student had competence in communication skills.

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SQA ADVANCED UNIT SPECIFICATION: STATEMENT OF STANDARDS

UNIT CODE: HT27 47

UNIT TITLE: HUMAN RESOURCE MANAGEMENT 1

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. EVALUATE THE HUMAN RESOURCE MANAGEMENT ACTIVITIES WITHIN ORGANISATIONS

PERFORMANCE CRITERIA

- (a) The description of the Employment Lifetime is accurate.
- (b) The explanation of the role of Human Resource Management in each stage of the Employment Lifetime is correct.

RANGE STATEMENT

Recruitment and selection, contracts of employment, training and development, manpower planning, health, safety and welfare, record keeping, employment legislation, industrial relations, performance management, employee motivation, dismissal, redundancy, retirement resignation.

EVIDENCE REQUIREMENTS

Written evidence of knowledge of the Employment Lifetime and the implications for Human Resource Management.

OUTCOME

2. APPLY THE PRINCIPLES OF RECRUITMENT AND SELECTION TO A GIVEN SCENARIO

PERFORMANCE CRITERIA

- (a) The key stages in the recruitment and selection process are clearly and accurately defined.
- (b) The construction of a job description, person specification, recruitment advertisement and application form is appropriate for a specified job analysis.
- (c) The description of a range of employee selection methods is correct.
- (d) The conduct of a selection interview is correct and effective.

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RANGE STATEMENT

The range for this outcome is fully expressed in the performance criteria.

EVIDENCE REQUIREMENTS

Oral and written evidence of knowledge and understanding to meet all the performance criteria.

OUTCOME

3. EVALUATE THE VARIOUS METHODS OF EMPLOYEE MOTIVATION

PERFORMANCE CRITERIA

- (a) The description of motivation theories is correct.
- (b) The description of developments in employee motivation is clear and correct.
- (c) The application of employee motivation theory is correct and appropriate to a given scenario.

RANGE STATEMENT

Motivation Theories: physiological, cognitive and social behaviourist theories of motivation.

Motivation strategies: scientific management, management styles, human relations management, performance related pay, ergonomics, communications, employee participation, job design.

EVIDENCE REQUIREMENTS

Written evidence of knowledge and understanding to meet all the performance criteria and ensure full coverage of the range.

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OUTCOME

4. EXPLAIN THE APPLICATION OF EMPLOYMENT LEGISLATION WITHIN ORGANISATIONS

PERFORMANCE CRITERIA

- (a) The description of the impact of legislation on the areas of recruitment, contracts of employment health and safety at work, industrial relations and dismissal is clear.

RANGE STATEMENT

The range for this outcome is fully expressed in the performance criteria.

EVIDENCE REQUIREMENTS

Written evidence of knowledge and understanding to meet all the performance criteria.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used follow the general guidance offered by the SQA assessment model, and an integrative approach to assessment is encouraged.

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should also be kept. These records will be available for external verification.

EQUALITY AND INCLUSION

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website
www.sqa.org.uk/assessmentarrangements.

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SQA ADVANCED UNIT SPECIFICATION: SUPPORT NOTES

This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE: The purpose of this unit is to enable the student to understand the role of Human Resource Management within organisations. In particular, the unit will examine some of the human resource activities related to maximising the use of human resources and the corresponding contribution to organisational efficiency and effectiveness.

CONTENT/CONTEXT:

Corresponding to outcomes:

1. This outcome focuses on the different stages of employment each employee will experience throughout their employment lifetime. The aim is to examine the key stages and identify the corresponding role of human resource management.
2. This outcome concentrates on the recruitment and selection process and concentrates on the various stages of recruitment and selection which require to be undertaken to ensure that the candidate(s) selected are appropriate to the needs of the organisation. This unit will be taught by considering the recruitment and selection of an employee for a given scenario.
3. This outcome begins with an examination of the different groups of motivation. The students will then examine the 'current' management strategies which are utilised in an attempt to increase employee motivation and work performance. The students will then be asked to consider a given scenario and recommend an appropriate course of action to improve employee motivation.
4. This outcome will examine some of the key areas relating to current employment legislation. The aim of the outcome is to give the student an awareness of the legislation in existence and the implications for employers.

APPROACHES TO GENERATING EVIDENCE

Teaching and learning will be effected by student-centred learning, formal lectures, group work and case studies.

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ASSESSMENT PROCEDURES

Centres may use the instruments of assessment that are considered by tutors/trainers to be most appropriate. Integration of assessments from different outcomes is encouraged. In this unit, assessment may be through a combination of short answer and restricted response questions.

REFERENCES

1. Guide to unit writing
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
3. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures.
4. For details of other SQA publications, please consult SQA's publications list.

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of SQA Advanced Qualifications.

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