

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

- HIGHER NATIONAL UNIT -
SPECIFICATION INFORMATION

UNIT TITLE: Human Resource Management 1

UNIT CODE: D46K 34

LEGACY CODE: 6620076
(D46K 04)

SUPERCLASS: AJ

SOME REFERENCE CODES QUOTED IN THE TEXT
OF THIS DOCUMENT MAY BE OUT OF DATE

SCOTTISH VOCATIONAL EDUCATION COUNCIL

IDGHER NATIONAL UNIT SPECIFICATION

GENERAL INFORMATION

Ref No: 6620076

Catalogue Ref: 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:

IHNCredit

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.

For further information contact: Catalogue Unit, SCOTVEC, Hanover House, 2f Douglas Street, Glasgow G2 7NQ.

Unit specification is distributed free to all approved centres. Additional copies may be purchased from SCOTVEC (Publications Unit) at a cost of £1.50 (minimum order £5).

HIGHER NATIONAL UNIT SPECIFICATION

STATEMENT OF STANDARDS

UNIT NUMBER: 6620076

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 specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SCOTVEC.

OUTCOME

- I. 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.

RANGE STATEMENT :

The range for this outcome is fully expressed within 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 Behaviorist 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.

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 within the performance criteria.

EVIDENCE REQUIREMENTS :

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

MERIT

~~A candidate who achieves all performance criteria for all outcomes will be awarded a pass in the unit. A pass with merit will be awarded to a candidate who has successfully achieved all outcomes of the unit and in addition has consistently demonstrated superior performance. This will be judged (as appropriate) by reference to the following criteria:~~

- ~~a) — Optimises the use of time and resources:-
writes concisely
summarises with accuracy
utilises information from different sources~~
- ~~b) — Adopts an integrative approach to problem solving:-
recognises relevant information from other units
draws together material from within the unit
critically appraises evidence
provides evidence of originality and lateral thinking~~
- ~~e) — Demonstrates superior communication skills:-
well presented
makes correct use of references/citation
avoids ambiguity, repetition and contradiction.~~

~~N.B. To qualify for merit the work handed in must be the candidate's own. This means that merit cannot be awarded if having handed in work below merit standard, additional help is required (other than the usual remediation provided following a failure at the first attempt) for the candidate to produce merit worthy work at a second attempt.~~

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 SCOTVEC 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.

SPECIAL NEEDS

Proposals to modify outcomes, range statements or agreed assessment arrangements should be discussed in the first place with the external verifier.

NOTE

The following pages of this unit specification contain Support Notes.

It should be noted that these Support Notes will normally be specific to the context of the award in which the unit was first validated.

HIGUER NATIONAL UNIT SPECIFICATION

SUPPORT NOTES

UNIT NUMBER:

UNIT TITLE: HUMAN RESOURCE MANAGEMENT I

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: SCOTVEC allocates a notional design length to a unit on the basis of time estimated for the achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional 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 centered learning, formal lectures, Groupwork and case studies.

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 SCOTVEC Guide to Unit Writing.
- 2 SCOT\TEC National Standards for Assessors and Verifiers.
- 3 SCOTVEC Guide to Assessment.

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Scottish Qualifications Authority (SQA)

On 1 April 1997 the Scottish Vocational Education Council (SCOTVEC) was replaced by the Scottish Qualifications Authority (SQA).

Any reference in this unit to Scottish Vocational Education Council (SCOTVEC) should now read Scottish Qualifications Authority (SQA).