

**Human Resource Management
Award / Certificate / Diploma**

September 2016 – October 2017

The venue for all workshops is Highlands College
Lunch will be provided for all full day workshops

Unit	Date	Time	Fee
Induction	TBC		No fee
Employment Law Course Code: 1566IHR502M03 6 credits OPTIONAL 5EML	Tuesday 27 September 2016 Wednesday 28 September 2016 Tuesday 4 October 2016 Tuesday 11 October 2016 Submit 1 November 2016	08:30 – 16:30 08:30 – 13:00 17:30 – 20:30 17.30 – 20.30	£650
Improving Organisational Performance Course Code: 1566IHR502M04 6 credits OPTIONAL 5IVP	Friday 4 November 2016 Saturday 5 November 2016 Tuesday 8 November 2016 Tuesday 15 November 2016 Submit 5 December 2016	08:30 – 16:30 08:30 – 13:00 17:30 – 20:30 17:30 – 20:30	£650
Business Issues and the Contexts of Human Resources Course Code: 1566IHR502M05 6 credits CORE 5CHR	Tuesday 6 December 2016 Wednesday 7 December 2016 Tuesday 13 December 2016 Tuesday 20 December 2016 Submit 10 January 2017	08:30 – 16:30 08:30 – 13:00 17:30 – 20:30 17:30 – 20:30	£650
Managing and Co-ordinating the Human Resources Function Course Code: 1566IHR502M06 6 credits CORE (for Diploma) OPTIONAL (for Certificate) 5HRF	Friday 13 January 2017 Saturday 14 January 2017 Tuesday 17 January 2017 Tuesday 24 January 2017 Submit 14 February 2017	08:30 – 16:30 08:30 – 13:00 17:30 – 20:30 17:30 – 20:30	£650
Developing Leadership & Management Skills Course Code: tbc 6 credits OPTIONAL 5LMS	Friday 3 March 2017 Saturday 4 March 2017 Tuesday 7 March 2017 Tuesday 14 March 2017 Submit 4 April 2017	08:30 – 16:30 08:30 – 13:00 17:30 – 20:30 17:30 – 20:30	£650
Developing Professional Practice Course Code: tbc 4 credits CORE 5DVP	Friday 12 May 2017 Saturday 20 May 2017 Submit 10 June 2017	08:30 – 16:30 08:30 – 13:00	£650
Employee Engagement Course Code: tbc 6 credits OPTIONAL 5ENG	Friday 30 June 2017 Saturday 1 July 2017 Tuesday 4 July 2017 Tuesday 11 July 2017 Submit 1 August 2017	08:30 – 16:30 08:30 – 13:00 17:30 – 20:30 17:30 – 20:30	£650
Using Information in Human Resources Course Code: tbc 4 credits CORE 5UIN	Friday 8 September 2017 Saturday 16 September 2017 Submit 7 October 2017	08:30 – 16:30 08:30 – 13:00	£650

Who is this course for?

Those seeking to develop a career in HR management and development, working in the field of HR management and development and need to extend their knowledge and skills, have responsibility for implementing HR policies and strategies or need to understand the role of HR in the wider organisation and environmental context.

How long is this course and when does it run?

The programme is flexible and consists of 8 units in total with various credit values. You can study at your own pace and select the number of units you wish to gain the qualification you want. All workshops take place at Highlands College

What are the entry requirements for this course?

CIPD Foundation Level Qualification or extensive practical experience in HR but with no professionally recognised qualifications. Students are required to attend a pre-course interview before enrolment.

What will I study on this course?

There are various core and optional units to choose from. Some of which are:

- Managing and co-ordinating the HR function
- Employee engagement
- Business issues and the contexts of HR
- Developing professional practice
- Organisational development needs
- Developing coaching and mentoring within organisations
- Using information in HR

What qualification will I gain?

Depending on the number of units successfully completed, you will be eligible for a Level 5 Award / Certificate / Diploma in Human Resource Management.

How will it be assessed?

A combination of written and practical assignments. Attendance to workshops are compulsory. Assignment submission dates are fixed and are non-negotiable. We highly recommend that you compare all dates associated with each workshop carefully to ensure that your personal circumstances will enable you to fulfil the requirements of the course

What does this course lead on to?

MSc in Human Resources. Please contact ucadmin@highlands.ac.uk or telephone 608526 for further details on this Level 7 qualification. Alternatively a CMI Leadership and Management qualification maybe more appropriate for your CIPD needs. Please contact bdc@highlands.ac.uk for more details.

How much will it cost?

	Full Course Cost	Registered ISE (GST) exempt companies
Award	£325-£650	£309.52-£619.05
Certificate	£3900	£3714.30
Diploma	£5200	£4952.40

Which qualification is right for you?

The CIPD Level 5 **Award** in Human Resource Management (QCF) qualification can be made up of one HR optional unit or a combination of units totaling between 3 and 12 credits.

The CIPD Level 5 **Certificate** in Human Resource Management (QCF) qualification is a total of 32 credits:

Core units:	14 credits
Optional Units:	18 credits from optional units (shaded in blue)

The CIPD Level 5 **Diploma** in Human Resource Management (QCF) qualification is a total of 44 credits:

Core units:	20 credits
Optional Units:	24 credits from optional units (shaded in blue)