

Introduction to Human Resource Administration Autumn Term 2016

The venue for all workshops is Highlands College

Evening workshops will start at 6.00pm and finish at 8.30pm

Module	Date	Room
HR in Context	Wednesday 21 September	UC 214
Legal Issues in HR	Wednesday 28 September	UC 214
Contracts & Handbooks	Wednesday 5 October	UC 214
Employing People	Wednesday 12 October	UC 214
Training & Development	Wednesday 19 October	UC 214
Performance Management	Wednesday 26 October	UC 214
Wrap up & Review	Wednesday 2 November	UC 214

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Tutor **Matt Ebbrell**

Cost Full cost: £396
Registered ISE (GST) exempt companies: £377.14

Course Code **1666IPAD01**

Introduction to Human Resource Administration



Who is this course for?

The Introduction to Human Resource Administration is designed for personnel generalists, including new entrants and line managers who are acquiring greater responsibility for personnel activities. It is also appropriate for those from small organisations which are in the process of setting up a personnel function. The programme is more concerned with the application of personnel processes than detailed procedures. The programme is ideal for those who wish to complete the Certificate in Human Resource Practice, but require an underpinning knowledge before progressing.

How long is this course and when does it run?

The course comprises 7 weekday evening sessions (6.00pm – 8.30pm)
Start date: Wednesday 21 September 2016.

Where is this course run?

Highlands College UC 214.

What are the entry requirements for this course?

There are no formal entry requirements.

What will I study on this course?

The programme is designed to give both specific knowledge at administrator level and an understanding of the broader HR functions.

What qualification will I gain?

Having successfully completed all the workshops, students will receive a Highlands certificate of attendance.

How will it be assessed?

This course is not assessed.

What does this course lead on to?

On completion of this programme students can progress to the CIPD Certificate in Human Resource Practice qualification.

How to enrol?

Please contact the BDC on 608708 or email: bdc@highlands.ac.uk