

## Introduction to Human Resource Administration Spring Term 2017

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 8 March	TU 226
Legal Issues in HR	Wednesday 15 March	TU 226
Contracts & Handbooks	Wednesday 22 March	TU 226
Employing People	Wednesday 29 March	TU 226
Training & Development	Wednesday 5 April	UC 214
Performance Management	Wednesday 12 April	UC 214
Wrap up & Review	Wednesday 19 April	UC 214

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Programme Manager    Email: [fiona.smith@highlands.ac.uk](mailto:fiona.smith@highlands.ac.uk)  
Tel: 01534 608762

Tutor    **Matt Ebbrell**

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

Course Code    **1666IPAD02**

## 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 8 February 2017.

### Who is teaching the course?

Matt Ebbrell, Head of Human Resources at the Jersey Financial Services Commission is a Chartered Member of the CIPD and a human resources professional with over fifteen years' experience and expertise in leadership development, talent management, resourcing, employee relations, team development and strategic people planning and organisational culture change.

As Head of Human Resources at the JFSC his primary focus is on transformation, performance and organisational development as part of the overall people strategy.

Over the 7 week course Matt will provide a comprehensive introduction to key HR functions including legal considerations, contracts and handbooks, recruitment and selection, training, development and performance management.

### 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](mailto:bdc@highlands.ac.uk)