

Module Code:	BUS463
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Module Title:	Introduction to Human Resource Management
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Level:	4	Credit Value:	20
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Cost Centre(s):	GACC	<u>JACS3</u> code:	
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Faculty:	Social & Life Sciences	Module Leader:	Emma Taylor
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Scheduled learning and teaching hours	36 hrs
Guided independent study	164 hrs
Placement	0 hrs
Module duration (total hours)	200 hrs

Programme(s) in which to be offered (not including exit awards)	Core	Option
Standalone module aligned to BA (Hons) Human Resource Management for QA and assessment purposes	✓	<input type="checkbox"/>

Pre-requisites
None

Office use only

Initial approval: 01/11/2018

Version no: 1

With effect from: [Click or tap to enter a date.](#)

Date and details of revision:

Version no:

Module Aims

This module aims to provide students with a primary foundation in the theory and practice of HRM. Students will learn a basic understanding of HRM and how its practices are applied in a business context. This module also provides students with the opportunity to explore and analyse internal and external factors that influence HRM. By the end of the module students should understand the core theories and practices within the HRM function.

Intended Learning Outcomes

Key skills for employability

KS1	Written, oral and media communication skills
KS2	Leadership, team working and networking skills
KS3	Opportunity, creativity and problem solving skills
KS4	Information technology skills and digital literacy
KS5	Information management skills
KS6	Research skills
KS7	Intercultural and sustainability skills
KS8	Career management skills
KS9	Learning to learn (managing personal and professional development, self-management)
KS10	Numeracy

At the end of this module, students will be able to

Key Skills

At the end of this module, students will be able to		Key Skills	
1	Describe the key aspects of the historical and cultural development of HRM and the theories that have shaped it.	KS1	KS6
		KS2	KS9
2	Recognise relevant leadership and management theories and models and reflect how these have inspired HR practices in business.	KS1	KS7
		KS3	KS8
		KS6	KS9
3	Define the strategic and operational aspects of HRM that drive business productivity.	KS1	KS9
		KS2	KS10
		KS3	
4	Apply HRM concepts in a business context	KS1	KS6
		KS2	KS9
		KS3	

Transferable skills and other attributes

Development of listening skills
Development of written skills
Ability to apply HRM in a business setting
Knowledge of policy and procedure writing
Work-based problem solving and ability to think objectively
Ability to apply knowledge and creativity to scenarios in a business setting
Academic writing and study skills

Derogations

N/A

Assessment:

Indicative Assessment Tasks:

This assessment is to be undertaken as a structured learning account of each session, based on class activities, group work and tasks, both inside and outside of the classroom.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1, 2, 3 and 4	Learning logs/journals	100%	NA	1,500

Learning and Teaching Strategies:

Lectures will present and discuss concepts, theories and principles to this course. Tutorials and activity-based sessions which will include group activities, and will provide further use of real world HRM examples in applying relevant concepts, theories and principles in practice. In addition, students will be encouraged to undertake self-directed study and further research to acquire additional perspectives, which will provide them with a deeper understanding of the areas covered.

Syllabus outline:

The historical background and nature of the HRM function
Theories and concepts of HRM in the workplace
Understanding the employment relationship
Leadership and management
Recruitment and selection
Employee development and performance
Workplace culture and motivating factors
Employment legislation
Knowledge of Equality and Diversity in the workplace

Indicative Bibliography:

Essential reading

Textbooks

Leatherbarrow, C. and Fletcher, J. (2014) *Introduction to Human Resource Management: A Guide to HR in Practice* (3rd edn), London, CIPD

Marchington, M. et al (2016) *Human Resource Management at Work* (6th edn), London, CIPD

Foot, M. and Hook, C. (2011) *Introducing Human Resource Management*, 6th edition, FT Prentice Hall.

Beardwell, J. and Claydon, T. (2010) *Human Resource Management: A Contemporary Approach*, 6th edition, Harlow: Prentice Hall.

Journals

Employee Relations
Journal of Human Resource Management
Personnel Review

Website:

www.cipd.co.uk

Other indicative reading

Taylor, S. and Woodhams, C. (2016) *Human Resource Management: People and Organisations* (2nd edn), London, CIPD

Martin, M. and Whiting, F. (2016) *Human Resource Practice* (7th edn), London, CIPD