### **Scheme of Work**

**COURSE:** ABE Level 5 Human Resource Management

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|  **Element, Learning Outcome and assessment criteria** | **Session title** | **Topics covered** | **Approx.****Duration** | **Session Plan** | **Resource** | **Formative Activity** |
| Element 1LO1 1.1 | **The concept of HRM** | BackgroundModels of HRMHRM versus Personnel | 3-4 hours | 5UHRM Session Plan E1 – Session 1 | 5UHRM Presentation E1 | **5UHRM E1 LO1 Activity 1 -****Hard or Soft HRM****5UHRM E1 LO1 Activity 2 – Model of Future HRM** |
| Element 1LO11.2 | **HRM activities** | BackgroundPeople resourcingRewardEmployee relationsHRD | 4 hours | 5UHRM Session Plan E1 – Session 2 | 5UHRM Presentation E1 | **5UHRM E1 LO1 Activity 3 – Reward and People Resourcing****5UHRM E1 LO1 Activity 4 – Training, Learning and Development** |
| Element 1LO1 1.3 | **External and internal factors** | BackgroundContextExternal environmentInternal environment | 3-4 hours | 5UHRM Session Plan E1 – Session 3 | 5UHRM Presentation E1 | **5UHRM E1 LO1 Activity 5 – A Renaissance****5UHRM E1 LO1 Activity 6 – HR’s role in Culture** |
| Element 1LO1 1.4 | **The contribution of HR** | Added valueCompetitive advantage | 3-4 hours | 5UHRM Session Plan E1 – Session 4 | 5UHRM Presentation E1 | **5UHRM E1 LO1 Activity 7 – A Contribution Case Study** |
| Element 1LO1 1.5 | **Evaluating the HR function** | HR’s contributionMethods of evaluationTypes of performance measuresBalanced scorecardQuantitative and qualitative measuresThe use of data | 3-4 hours | 5UHRM Session Plan E1 – Session 5 | 5UHRM Presentation E1 | **5UHRM E1 LO1 Activity 8 – Return on Investment** |
| Element 2LO22.1 | **Strategic HRM** | HR’s contributionStrategic HR – backgroundDefinitions of strategic HRMStrategic integrations and coherenceBundling – Configuration ModelStrategic integration  | 5 hours | 5UHRM Session Plan E2 – Session 1 | 5UHRM Presentation E2 | **5UHRM E2 LO2 Activity 1 -****Bundles of HR Practice****5UHRM E2 LO2 Activity 2 -****HR Strategy Development** |
| Element 2LO22.2 | **HR Policies** | HR policies – backgroundThe various policies | 3-4 hours | 5UHRM Session Plan E2 – Session 2 | 5UHRM Presentation E2 | **5UHRM E2 LO2 Activity 3****Bullying and Harassment** |
| Element 2LO22.3 | **Competency based approaches** | Competencies - backgroundConcept of competenciesTypes of competenciesThe role of competencies | 4 hours | 5UHRM Session Plan E2 – Session 3 | 5UHRM Presentation E2 | **5UHRM E2 LO2 Activity 4****Competencies****5UHRM E2 LO2 Activity 5****Integration** |
| Element 3LO33.1 | **Human resource planning** | Human resource planning – backgroundSoft and Hard HRMHuman Resource Planning | 4-5 hours | 5UHRM Session Plan E3 – Session 1 | 5UHRM Presentation E3 | **5UHRM E3 LO3 Activity 1****Internal and External HR Data****5UHRM E3 LO3 Activity 2****Present and Future Success** |
| Element 3LO33.2 | **Employee resourcing** | Employee resourcing – backgroundPerformance management | 4-5 hours | 5UHRM Session Plan E3 – Session 2 | 5UHRM Presentation E3 | **5UHRM E3 LO3 Activity 3****Exiting Employees****5UHRM E3 LO3 Activity 4 Performance Management** |
| Element 3LO33.3 | **Employee development** | The learning organisationLearning theoryFive domains of the learning organisationContinuous developmentSelf-managed learningTypes of trainingTraining within organisation | 4-5 hours | 5UHRM Session Plan E3 – Session 3 | 5UHRM Presentation E3 | **5UHRM E3 LO3 Activity 5****Systems thinking****5UHRM E3 LO3 Activity 6****Types of Training** |
| Element 3LO33.4 | **Employee relations** | The employment relationship Managing the employment relationships | 4-5 hours | 5UHRM Session Plan E3 – Session 4 | 5UHRM Presentation E3 | **5UHRM E3 LO3 Activity 7****Balance of Power****5UHRM E3 LO3 Activity 8****Employee Communication** |
| Element 3LO33.5 | **Employee reward** | Employee reward – backgroundJob evaluationContingent pay practices | 4-5 hours | 5UHRM Session Plan E3 – Session 5 | 5UHRM Presentation E3 | **5UHRM E3 LO3 Activity 9****Fat Cat Pay****5UHRM E3 LO3 Activity 10****Non-financial Reward Schemes** |
| Element 4LO44.1 | **The concept of employment relationship** | The concept of employment relationships – backgroundParties involvedExpectations | 4 hours | 5UHRM Session Plan E4 – Session 1 | 5UHRM Presentation E4 | **5UHRM E4 LO4 Activity 1****Expectations** |
| Element 4LO44.2 | **Benefits of a good employment relationship** | Benefits of a good employment relationship – backgroundContractual and psychological aspectsImpact on employee retention: | 4 hours | 5UHRM Session Plan E4 – Session 2 | 5UHRM Presentation E4 | **5UHRM E4 LO4 Activity 2****Employee Satisfaction****5UHRM E4 LO4 Activity 3****Improving Employee Retention** |
| Element 4LO44.3 | **Supporting employee relationships** | Employment relationships and employee retention – backgroundEmployee voiceFive domains of employee well-beingChanging dynamic | 4 hours | 5UHRM Session Plan E4 – Session 3 | 5UHRM Presentation E4 | **5UHRM E4 LO4 Activity 4****Employee Opinion Surveys** |