### **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 1  LO1  1.1 | **The concept of HRM** | Background  Models of HRM  HRM 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 1  LO1  1.2 | **HRM activities** | Background  People resourcing  Reward  Employee relations  HRD | 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 1  LO1  1.3 | **External and internal factors** | Background  Context  External environment  Internal 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 1  LO1  1.4 | **The contribution of HR** | Added value  Competitive advantage | 3-4 hours | 5UHRM Session Plan E1 – Session 4 | 5UHRM Presentation E1 | **5UHRM E1 LO1 Activity 7 – A Contribution Case Study** |
| Element 1  LO1  1.5 | **Evaluating the HR function** | HR’s contribution  Methods of evaluation  Types of performance measures  Balanced scorecard  Quantitative and qualitative measures  The use of data | 3-4 hours | 5UHRM Session Plan E1 – Session 5 | 5UHRM Presentation E1 | **5UHRM E1 LO1 Activity 8 – Return on Investment** |
| Element 2  LO2  2.1 | **Strategic HRM** | HR’s contribution  Strategic HR – background  Definitions of strategic HRM  Strategic integrations and coherence  Bundling – Configuration Model  Strategic 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 2  LO2  2.2 | **HR Policies** | HR policies – background  The various policies | 3-4 hours | 5UHRM Session Plan E2 – Session 2 | 5UHRM Presentation E2 | **5UHRM E2 LO2 Activity 3**  **Bullying and Harassment** |
| Element 2  LO2  2.3 | **Competency based approaches** | Competencies - background  Concept of competencies  Types of competencies  The 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 3  LO3  3.1 | **Human resource planning** | Human resource planning – background  Soft and Hard HRM  Human 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 3  LO3  3.2 | **Employee resourcing** | Employee resourcing – background  Performance 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 3  LO3  3.3 | **Employee development** | The learning organisation  Learning theory  Five domains of the learning organisation  Continuous development  Self-managed learning  Types of training  Training 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 3  LO3  3.4 | **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 3  LO3  3.5 | **Employee reward** | Employee reward – background  Job evaluation  Contingent 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 4  LO4  4.1 | **The concept of employment relationship** | The concept of employment relationships – background  Parties involved  Expectations | 4 hours | 5UHRM Session Plan E4 – Session 1 | 5UHRM Presentation E4 | **5UHRM E4 LO4 Activity 1**  **Expectations** |
| Element 4  LO4  4.2 | **Benefits of a good employment relationship** | Benefits of a good employment relationship – background  Contractual and psychological aspects  Impact 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 4  LO4  4.3 | **Supporting employee relationships** | Employment relationships and employee retention – background  Employee voice  Five domains of employee well-being  Changing dynamic | 4 hours | 5UHRM Session Plan E4 – Session 3 | 5UHRM Presentation E4 | **5UHRM E4 LO4 Activity 4**  **Employee Opinion Surveys** |