

Module Title	Human Resource Management
Level	5
Reference No. (showing level)	BBM_5_HRM
Credit Value	20 CAT Points
Student Study Hours	Contact hours: 60 Student managed learning hours: 140
Pre-requisite learning	None
Co-requisites	None
Excluded combinations	None
Module co-ordinator	Dr. Sheena Murdoch murdochs@lsbu.ac.uk
Faculty/Department	Faculty of Business Department : Management
Short Description	The unit is an introduction to the context, theory and practice of human resource management. It seeks to develop students' understanding of the HR profession through examining the strategies, policies, procedures and practices which help managers develop effective human resource planning, development, recruitment and selection, training and deployment in the modern organisation. Where possible students will be encouraged to use their own work experience to demonstrate a practical understanding of the main techniques used in managing people and to show an understanding of the problems associated with their use. The unit is designed principally, but not exclusively, for students intending to specialise in the area of HRM.

Aims	<ul style="list-style-type: none"> • To develop students' understanding of the importance of human resources to the success of modern organisations • To develop students' theoretical and practical understanding of key human resource management practice and procedures • To develop students' practical skills and basic techniques appropriate for managing human resources • To develop students' understanding of the boundaries of human resource management
Learning Outcomes	<p>Knowledge and Understanding: On completion of the unit students should be able to:</p> <ul style="list-style-type: none"> • Describe and analyse the work and functions of the Human Resource Department in a modern business environment. • Analyse and interpret conceptual shifts/differences between “traditional” and “new” approaches to managing flexible work practices and human resources. • Recognise and discuss organisational choices of the most appropriate strategies for the management of an organisation, be aware of the influence of ‘internal’ and ‘external’ organisational stakeholders such as government agencies and their role in regulating the employment relationship <p>Intellectual Skills: On completion of this unit students should be able to:</p> <ul style="list-style-type: none"> • Produce a well-researched HRM project • Take an active role in leading seminar activities • Take part in discussions/debates at an appropriate practical and academic standard • Respond critically to alternative viewpoints in a discourse on the most appropriate means to manage people <p>Practical Skills: On completion of this unit students should be able to:</p> <ul style="list-style-type: none"> • Demonstrate interpersonal skills necessary to cope with and respond practically to the conflicting demands of alternative perspectives (through practical seminar activities) • Use a range of information sources to solve problems • Plan and deliver reports/research to deadlines (for seminars and coursework) • Effectively communicate information, arguments and analysis in a variety of forms (for class sessions, coursework and examinations) <p>Transferable Skills: On completion of this unit students should be able to:</p> <ul style="list-style-type: none"> • Manage and Develop Self: Manage own roles and responsibilities; manage own time in achieving objectives • Communication: Receive and respond to a variety of information; present information in a variety of visual forms; communicate in writing; participate in verbal and non-

	<p>verbal communication</p> <ul style="list-style-type: none"> • Work Effectively as a Member of a Team: Use a combination of routine and non-routine case based activities and tasks relevant to practical human resource management, via in-class and seminar activities • Transfer knowledge, understanding, intellectual and practical skills developed throughout the unit to other units on the HND Business Studies programme and to the Business degree programmes.
Employability	<p>The unit will develop knowledge and skills necessary to aid effective human resource planning, development, recruitment and selection, training and deployment of an organisation's human resources. Therefore, it will be directly relevant to anyone wishing to specialise in the Human Resources area within organisations or those seeking line management positions and are responsible for managing people. The unit will develop general and specific employability skills and knowledge:</p> <p>General:</p> <ul style="list-style-type: none"> • Interpersonal skills in the areas of presentation, group discussion and teamwork • Interpersonal skills in listening, comprehension and understanding, and in sensitivity to the needs and contributions of others in a diverse working environment • Personal skills in self-management, self-managed learning and decision making <p>Specific:</p> <ul style="list-style-type: none"> • An understanding of key elements of the employment relationship and workplace dynamics • Core knowledge of human resource issues from the perspectives of the manager, the colleague and the non-supervisory employee
Teaching and learning pattern	<p>One 2 hour lecture per week</p> <p>One 2 hour seminar/workshop/tutorial per week</p>
Indicative content	<p>Overview (changing contexts of work and employment; different HRM styles, developing role of HRM function); Health, safety & welfare; Employee Resourcing (planning, job description & specification, recruitment, selection, contracts of employment, equal opportunities and managing diversity); Managing Performance (performance management & appraisal, pay & reward, absence management, work-life balance, learning, development & career progression); Employee relations (involvement & participation, the psychological contract); Procedures (grievance & discipline)</p>
Assessment Elements & weightings	<p>50% Coursework: a 2,000 words assignment on the principles-in-practice of an HRM core process</p>

	<p>50% Examination: a 2hrs examination consisting of two compulsory questions and two questions from a choice of questions on the examination paper. Questions are on HR topics covered on the unit and require essay-style answers.</p>
<p>Indicative Sources <i>(Reading lists)</i></p>	<p>CORE MATERIALS These texts will be referred to throughout the unit:</p> <ul style="list-style-type: none"> • Armstrong, M., (2010), Essential Human Resource Management Practice, Kogan Page Ltd • Beardwell, Julie & Claydon, Tim., (2010), Human Resource Management: A Contemporary Approach (6th ed), Pearson Education • Bratton, John & Gold, Jeffrey., (2007), Human Resource Management Theory and Practice (4th ed), Palgrave • Leopold, J, Harris, L., (2009), The Strategic Management of Human Resources (2nd ed), FT Prentice Hall • Torrington, D; Hall, L; Taylor, S & Atkinson, C., (2011), Human Resource Management (8th ed), FT Prentice Hall <p>OPTIONAL READING: The LSBU library holds a good selection of other books on the various topics covered in this unit and students are advised to look at these also.</p>