

September 2016

# FOUNDATION LEVEL SPECIFICATION HUMAN RESOURCES



# DEVELOPING YOURSELF AS AN EFFECTIVE HUMAN RESOURCES OR LEARNING AND DEVELOPMENT PRACTITIONER



## PURPOSE AND AIM OF UNIT

The CIPD has developed a map of the HR profession (HRPM) that describes the knowledge, skills and behaviours required by human resources (HR) and learning and development (L&D) professionals. This unit is designed to enable the learner to develop a sound understanding of the knowledge, skills and behaviour required of a professional practitioner, whether their role is generalist in nature or specialist, for example L&D. It will enable learners to develop a personal development plan, following a self-assessment of learning and development needs, that meets their personal and professional requirements.

Unit title	Developing Yourself as an Effective Human Resources or Learning and Development Practitioner
Level	4*
Credit value	4
Unit code	4DEP
Unit review date	September 2018

\*Qualifications and Credit Framework (QCF) level 4, comparable to Level 6 in Ireland, Level 7 in Scotland

## THIS UNIT IS SUITABLE FOR PERSONS WHO:

- are aspiring to, or embarking on, a career in HR/L&D
- are working in the field of HR/L&D in a support role and wish to develop their knowledge and skills
- have responsibility for HR/L&D activities and decisions within an organisation without a specialist function
- are employees or independent consultants within the field of HR/L&D
- engage in CPD to enhance and maintain their professional practice and membership.

## LEARNING OUTCOMES

On completion of this unit, learners will:

- Understand the knowledge, skills and behaviours required to be an effective HR or L&D practitioner.
- Know how to deliver timely and effective HR services to meet users' needs.
- Be able to reflect on own practice and development needs and maintain a plan for personal development.



# RECORDING, ANALYSING AND USING HUMAN RESOURCES INFORMATION



## PURPOSE AND AIM OF UNIT

This unit develops the learner's understanding of the important contribution that accurate data, whether stored manually or electronically, can make to the human resources (HR) or learning and development (L&D) function. The unit is intended to span the remit of data management for all areas including but not limited to HR planning, recruitment and selection, performance and reward management, absence management, disciplinary and grievance procedures and electronic record management for L&D. It covers the legal implications of collecting, storing and using personnel data and will enable the learner to record data and information and to interpret, analyse and present information clearly and accurately in an appropriate format in support of decisionmaking to meet organisation-wide objectives and support L&D solutions for individuals and groups within the organisation.

Unit title	Recording, Analysing and Using Human Resources Information
Level	3*
Credit value	2
Unit code	3RAI
Unit review date	September 2018

\*Qualifications and Credit Framework (QCF) level 3, comparable to Level 5 in Ireland, Level 6 in Scotland and EQF level 4

## THIS UNIT IS SUITABLE FOR PERSONS WHO:

- are aspiring to, or embarking on, a career in HR/L&D
- are working in the field of HR/L&D in a support role and wish to develop their knowledge and skills
- have responsibility for HR/L&D activities and decisions within an organisation without a specialist function
- are involved in maintaining the integrity and security of data and information systems
- access and interpret data in support of business decision making.

## LEARNING OUTCOMES

On completion of this unit, learners will:

- Understand what data needs to be collected to support HR practices.
- Know how HR data should be recorded and stored.
- Be able to analyse HR information and present findings to inform decision-making.



# RESOURCING TALENT



## PURPOSE AND AIM OF UNIT

Organisational success depends on having the right skill mix. This unit provides an introduction to the resourcing and talent planning process. Studying this unit will enable learners to understand the factors that impact on an organisation's resourcing and talent planning activities. They will learn about the relationship between recruitment and selection by identifying the key stages in each separate but related process. The benefits to the organisation of attracting and retaining a diverse workforce will be emphasised. They will be able to make a positive contribution to the recruitment and selection process by developing their knowledge and skills in defining and writing job descriptions, contributing to the job advertisement process, shortlisting, conducting face-to-face or telephone interviews and contributing to job offer and rejection letters. Key legislation pertaining to recruitment and selection will be covered. Finally, they will also learn more about good practice in employee induction and retention and the importance of collaborative working with other stakeholders.

Unit title	Resourcing Talent
Level	3*
Credit value	6
Unit code	3RTO
Unit review date	September 2018

\*Qualifications and Credit Framework (QCF) level 3, comparable to Level 5 in Ireland, Level 6 in Scotland and EQF level 4

## THIS UNIT IS SUITABLE FOR PERSONS WHO:

- are aspiring to, or embarking on, a career in HR/L&D
- are working in the field of HR/L&D in a support role and wish to develop their knowledge and skills
- have responsibility for HR/L&D activities and decisions within an organisation without a specialist function
- are involved in resourcing talent and recruitment and selection activities in an organisation or as a recruitment consultant.

## LEARNING OUTCOMES

On completion of this unit, learners will:

- Be able to explain the factors that affect an organisation's talent planning, recruitment and selection policy.
- Be able to identify appropriate recruitment and selection methods.
- Be able to contribute to the recruitment and selection interviewing process for a job role.
- Understand the importance of effective induction.



# SUPPORTING GOOD PRACTICE IN MANAGING EMPLOYMENT RELATIONS



## PURPOSE AND AIM OF UNIT

Managing the employment relationship effectively is a key part of the role of the human resources (HR) practitioner. This unit aims to introduce a number of aspects of this task and to provide an introduction to employment law within the context of employee relations. It starts with an explanation of the employment relationship and the key parties that are involved within it. It then focuses on different aspects of HR activity, looking at good practice and legal requirements within each activity. It is recognised that learners need to have a basic understanding of employment law to enable them to operate effectively, but given this is a broad and complex area, it is acknowledged that this unit only aims to provide learners with the basic knowledge and assumes no prior understanding of employment law.

Unit title	Supporting Good Practice in Managing Employment Relations
Level	3*
Credit value	6
Unit code	3MER
Unit review date	September 2018

\*Qualifications and Credit Framework (QCF) level 3, comparable to Level 5 in Ireland, Level 6 in Scotland and EQF level 4

## THIS UNIT IS SUITABLE FOR PERSONS WHO:

- are aspiring to, or embarking on, a career in HR/L&D
- are working in the field of HR/L&D in a support role and wish to develop their knowledge and skills
- have responsibility for HR/L&D activities and decisions within an organisation without a specialist function
- are wishing to develop the knowledge, skills and capabilities required to meet good practice and legal obligations relating to people at work.

## LEARNING OUTCOMES

On completion of this unit, learners will:

- Understand the impact of employment law at the start of the employment relationship.
- Understand the main individual rights that the employee has during the employment relationship.
- Understand the issues to address at the termination of the employment relationship.



# SUPPORTING GOOD PRACTICE IN PERFORMANCE AND REWARD MANAGEMENT



## PURPOSE AND AIM OF UNIT

This unit provides an introduction to the purpose and processes of performance and reward management and the role of human resources (HR) in promoting and supporting good practice. Studying this unit will enable learners to develop their understanding of how motivational theories and associated tools can be used within the context of performance and reward management and how these can have a positive impact on an organisation's business objectives. It also provides an overview of appropriate skills and good practice associated with performance management reviews and follow-up and the data management aspects. Additionally learners will understand the role of financial and non-financial benefits and important determinants of reward decisions. On completion, learners should feel more confident in providing first-line support to managers and employees on the subject of performance and reward management.

Unit title	Supporting Good Practice in Performance and Reward Management
Level	3*
Credit value	6
Unit code	3PRM
Unit review date	September 2018

\*Qualifications and Credit Framework (QCF) level 3, comparable to Level 5 in Ireland, Level 6 in Scotland and EQF level 4

## THIS UNIT IS SUITABLE FOR PERSONS WHO:

- are aspiring to, or embarking on, a career in HR/L&D
- are working in the field of HR/L&D in a support role and wish to develop their knowledge and skills
- have responsibility for HR/L&D activities and decisions within an organisation without a specialist function
- are wishing to develop knowledge, skills and capabilities in performance and reward management.

## LEARNING OUTCOMES

On completion of this unit, learners will:

- Be able to explain the link between organisational success, performance management and motivation.
- Be able to explain the relationship between performance management and reward.
- Be able to contribute to effective performance and reward management in the workplace.
- Be able to conduct and reflect upon a performance review.

