



Outline

Learning Outcomes

	Unit 1 3HRC	Unit 2 4DEP	Unit 3 3RTO	Unit 4 3RAI	Unit 6 3PRM	Unit 6 3CJA	Unit 6 3SCO
Start date:	2 nd May 2017	12 th June 2017	24 July 2017	18 th September 2017	16 th October 2017	11 th December 2017	5 th February 2018
Introduction to the role of HR and L&D within an organisation	Introduction to the role of HR and L&D within an organisation	Understand the knowledge, skills and behaviour of a professional	An introduction to the resourcing & talent planning process	Understand the contribution accurate data can make to HR	Role of HR in promoting & supporting good practice	Understand the principles and practice of job analysis & design	Main factors in understanding why organisations change
You will be able to understand:	You will be able to understand:	You will be able to understand:	You will be able to understand:	You will be able to understand:	You will be able to understand:	You will be able to understand:	You will be able to understand:
• The purpose of an organisation and its operating environment	<ul style="list-style-type: none"> The purpose of an organisation and its operating environment 	<ul style="list-style-type: none"> The knowledge, skills and behaviour to be an effective HR practitioner 	<ul style="list-style-type: none"> The factors that affect an organisation's talent planning, recruitment & selection policy 	<ul style="list-style-type: none"> What data needs to be collected to support HR practices 	<ul style="list-style-type: none"> The link between organisational success, performance management & motivation 	<ul style="list-style-type: none"> The principles, purposes & practice of job analysis 	<ul style="list-style-type: none"> Why organisations change & how change affects organisations
Study week	15/05/17	26/06/17	14/08/17	25/09/17	16/10/17	01/01/18	19/02/18
Assessment week	05/06/17	17/07/17	11/09/17	09/10/17	04/12/17	29/01/18	19/03/18
Unit length	6 weeks	6 weeks	4 weeks	8 weeks	8 weeks	5 weeks	5 weeks
Assessment Due	11/06/17	23/07/17	17/09/17	15/10/17	10/12/17	04/02/18	25/03/18