# **Award in HR Practitioner’s Toolkit (MQF Level 5 5 ECTS): Fact Sheet**

## **Duration and Commitment:**

The programme is divided into 12 different topics that are delivered during 12 full-day or 24 half-day training sessions spread over a maximum of 12 months

In order to qualify for the award the participants must attend a minimum of 10 full day sessions (or 20 half day sessions), and achieve at least a 50% score on their final assessment task.

## **Total Learning Hours**

* Contact Hours: 84
* Self-Study Hours:40
* Assessment Hours: 1

**Total: 125 hours**

## **Number of ECTS on course completion?**

5

## **Who is this programme for?**

This programme is targeted towards existing HR practitioners who have not received formal training in HR.

## **Entry Requirements**

A minimum GCSE/GCE O Level pass in English Language.

## **Mode of Assessment**

The programme will include a mix of self-assessment, peer-assessment and trainer assessment procedures, including:

* learners are expected to role-play various skills described in the programme and will be given feedback by the trainer and peers
* self-assessment through multiple choice quizzes to assess the transfer of knowledge and main concepts covered during each session
* an assessment task to be presented during the final session

## **Training Methodology**

This is a training programme in which participants will benefit from the following mixed-learning and teaching methodologies:

* Tutor-led, traditional and collaborative teaching contact via short lecture-type interventions interspersed with active group discussions, reflective exercises and group activities
* Self-study via handouts and recommended reading
* Supervised role-play

## **Overall Course Objectives**

By the end of the programme learners will be able to:

* Identify and define all the key functions of HR and describe their importance to the organisation.
* Describe key HR theories discussed during the programme
* Recall best practices and systems learnt during the programme
* Set-up and manage an effective HR function
* Apply the theories and best practices learnt to real-life HR situations at the workplace
* Adopt the right attitudes and self-belief to be successful HR practitioners

## **Topics**

The programme will be divided into 12 topics:

1. **Your Role as an HR Practitioner**

* Overview of key HR theories
* Identifying the key functions of HR
* Identifying your purpose as an HR practitioner
* Understanding your own personality and communication style

1. **Understanding Company Culture**

* What defines our Culture?
* Identifying a company’s culture and values
* Communicating and influencing the company culture

1. **Employment Law Essentials**

* Understanding different types of employment
* Contractual obligations in employment and termination
* Leave types and allowances
* Family-based rights
* Working time regulations
* Industrial tribunals
* Discrimination

1. **Setting up Your HR Function**

* Developing the different areas of your HR role
* company policies and procedures
* Compliance systems

1. **Employee Welfare**

* Health and safety
* Managing stress at work
* Fostering resilience through mental and physical wellbeing

1. **Strategic Resource Planning**

* Identifying the type and quantity of human resources necessary
* Optimising resources for maximum efficiency
* Rostering
* Succession planning

1. **Recruitment**

* Identifying the need for recruitment
* Attracting the right talent
* Choosing the right person
* Making an offer, negotiating and contracting
* Onboarding and probation

1. **HR Analytics**

* Theimportance of using Data in HR
* Using data for Sourcing, Budgeting and Decision Making
* Collating information to determine a hypothesis and investigate current scenarios
* Using data to develop future strategy

1. **Managing Performance**

* Identifying KPIs and other metrics for measuring performance
* Designing the right tool for assessing performance
* Conducting Performance Reviews

1. **Managing Employee Relations**

* Handling conflict at work
* Mediating in conflict issues
* Delivering disciplinary action
* Terminating employment

**11. Maximising Talent Potential through Learning and Development**

* Identifying developmental needs
* Training Needs Analysis
* Choosing the right method for addressing gaps in performance/behaviour
* Assessing the effect of training and development

1. **The Future of HR**

The surge of AI in HR

The GIG economy and HR

Design Thinking in HR