

## Course Information Form (CIF)

The CIF provides core information to students, staff teams and others on a particular course of study.

<b>Section 1 - General Course Information</b>	
<b>Course Title</b>	Human Resource Management ( With Placement)
<b>Qualification</b>	BSc (Hons)
<b>Intermediate Qualification(s)</b>	
<b>Awarding Institution</b>	University of Bedfordshire
<b>Location of Delivery</b>	AD; On Campus
<b>Mode(s) of Study and Duration</b>	3 Years
<b>Core Teaching Pattern</b>	February 2015 Core Pattern 2 (This intake only) From September 2015 Core Pattern 1
<b>FHEQ Level</b>	<a href="http://www.qaa.ac.uk/academicinfrastructure/FHEQ/EWNI08/FHEQ08.pdf">structure/FHEQ/ http://www.qaa.ac.uk/academicinfrastructure/FHEQ/EWNI08/FHEQ08.pdf</a>
<b>Professional, Statutory or Regulatory Body (PSRB) accreditation or endorsement</b>	N/A
<b>PSRB Renewal Date</b>	N/A
<b>University of Bedfordshire Employability accreditation</b>	
<b>Route Code (SITS)</b>	BSHRPADF
<b>Subject Community</b>	
<b>UCAS Course Code</b>	
<b>Relevant External Benchmarking</b>	The QAA subject benchmarking statement and standards for an honours degree in general business and management (2007) are used for this course. There is no specific QAA subject benchmark statement or standards for human resource management. Based on the benchmark

standard, on completion of this course, you should:

- have a wide knowledge and understanding of the broad range of areas of business and management and the detailed relationships between these, their application and their importance in an integrated framework
- be able to consistently demonstrate a command of subject-specific skills including application of knowledge, as well as proficiency in intellectual skills
- have a view of business and management which is influenced by a variety of learning sources including guided learning, team work and independent study
- have an enhanced capacity to develop and apply your own perspectives to your studies, to deal with uncertainty and complexity, to explore alternative solutions, to demonstrate critical evaluation and to integrate theory and practice in a wide range of situations.

Further details of these benchmarks can also be obtained by accessing:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/GeneralBusinessManagement.pdf>

## Section 2 - Published Information

Material in this section will be used on the course web site to promote the course to potential students. The text should be written with this potential audience in mind.

### Course Structure

The Units which make up the course are:

Unit Code	Level	Credits	Unit Name	Core or option
BSS003-1	4	30	Foundations of Business Management I	C
BSS013-1	4	30	Foundations of Business Management II	C
AAF001-1	4	30	Principles of Accounting	C
SHR007-1	4	30	HRM Foundations	C
BSS015-2	5	15	Strategic Thinking	C
SHR016-2	5	15	People Resourcing and Development	C
SHR002-2	5	15	Business Research Skills	C
BSS008-2	5	15	Operations Management	C
BSS020-2	5	60	Enterprise Placement	C
BSS040-3	6	15	Strategy and Creativity	C
BSS041-3	6	15	Digital Business Management	C
SHR013-3	6	30	HRM Practice Portfolio	C
SHR011-3	6	30	Developing Professional Human Resource Practice	C
SHR015-3	6	30	Specialist Project in HRM	C

### Why study this course

Our degree in Human Resource Management (with Placement) is a demanding but valuable qualification which will provide you with a range of both subject specific skills and transferable skills which will equip the successful graduate for a career within specialist human resource management roles or a career in a range of professional business/management environments. A key feature of this course is the period of time gaining genuine employment experience through a work placement in the second year of your study. This placement will take place in the second semester of the second year and will give you exposure to the many facets of human resource management in action. The duration of the placement will be for a twelve week period and may be with one of the large multi-national organisations based within Milton Keynes or with a Small/Medium Enterprise (SME). Either of these placement opportunities offers considerable advantage to your education as organisations are continually challenged to meet the needs of business opportunity whilst supporting an effective human resource environment. The placement element of this course is guaranteed and may take place entirely on the organisation's premises or where this is not practical will be based for no less than three days at the organisation with a further two days spent on the UCMK campus site where you will have the opportunity to undertake relevant research to support your placement activity.

Placements will be monitored by our academic staff and dedicated placement resources to ensure that you have the best possible experience whilst working on behalf of an organisation during your study. Upon completion of your placement experience you will re-join the final year of your studies during which time the experiences gained during the placement will provide you with opportunity to apply this knowledge to your academic and practitioner based units.

### Course Summary – Educational Aims

Our degree in Human Resource Management (Placement) is developed to reflect both originality and innovative quality. In addition to a range of lectures and seminars, which ensure the academic rigour and focus of our degree, we have also developed a specific unit which will allow you the opportunity to put theory into practice. This key unit builds upon the general introduction to business and management gained in the first three semesters of study and is intended to support your transition from the class room to the employment environment.

This exposure to the employer environment is then supported by your placement unit. This unit is unique in the sense that it is designed to not only provide you with genuine working experience within the field of Human Resource Management but also to provide support to your academic studies through continual interaction with tutors during this period. In doing so, this unit will in turn help you to align the theoretical aspects of human resource management with the practicalities of implementing academic understanding in the employer environment.

During this course, we will develop your problem solving, research and personal skills to satisfy the key transferable skills demanded by employers. A degree in human resource management provides an excellent basis for any number of careers. The early part of the course will focus upon developing general business skills which will then underpin the more specialised units.

Our Degree is taught by a team of experienced, professional and committed staff. We want to work with you to ensure you maximise your experience at university and that you achieve to the very best of your ability. We appreciate that we are all now working in a very competitive environment. Together we can achieve.

### **Enquiry**

- To be able to identify with clarity the relevant issues for research and to formulate them precisely
- To be able to identify and retrieve up-to-date materials using manual and electronic searches
- To develop an ability to analyse, synthesise, and to critically evaluate a wide range of materials
- To be able to identify potential alternative conclusions for particular situations, and to provide supporting reasons for them
- To become an independent learner through a programme predicated upon autonomy of learning

### **Contextual understanding**

- An ability to appreciate the broader economic, social, political, historical, ethical and cultural environment of specific areas of human resource management
- To be able to identify and to critically analyse the policy considerations in specific areas of law
- To appreciate the application and operation of legal rules in different, practical legal environments
- To develop an understanding of the function of law in its social context.
- To develop an awareness of the requirement for professionalism in human resource management activities
- To appreciate different perspectives on managing human resources according to industrial sector and national context.

### **Collaboration**

- To develop an appreciation of how to work productively as a member of a team
- To understand the different nature of team work in specific practical contexts
- To work in conjunction with a professional organisation as part of the placement period

### **Enterprise**

- To be able to undertake independent research in subject areas which they have not previously studied

- The ability to plan and undertake tasks with minimal or little supervision
- To develop information technology and numeracy skills, and to evaluate the information as the basis of an argument
- An ability to employ a precise use of language to present knowledge or an argument in a way which is comprehensible to others and which is directed at their concerns
- To develop a basic ability to apply their knowledge to a situation of complexity in order to provide arguable conclusions for substantive problems
- To develop an ability to handle facts and to apply abstract concepts to them

#### Entry requirements

Standard entry requirements for UK students – <http://www.beds.ac.uk/howtoapply/ukugentryregs>  
 Students from the European Union - <http://www.beds.ac.uk/howtoapply/eu/guides>  
 International students - <http://www.beds.ac.uk/howtoapply/international/apply>

#### PSRB details

N/A

#### Graduate Impact Statements

The course has been designed to develop graduates who are able to:

- Apply theoretical aspects of business and human resource management to the resolution of specified issues
- To utilise acquired knowledge and understanding of the fundamental principles of business and human resource management to identify relevant management issues
- To employ research skills to locate and assess appropriate academic and practitioner materials in relation to debates within the field of human resource management.
- To have an appreciation of the existence of a range of alternative management solutions and the ability to select the most appropriate response with supporting reasons using a range of intellectual tools to reach a desired outcome
- To have the ability to engage effectively and appropriately, both orally and in writing, with a variety of audiences to analyse a situation to formulate a considered and reflective opinion and to make reasoned and informed recommendations
- To work collaboratively across organisational boundaries and in doing so demonstrate the application of relevant theory in an employer based environment.

#### Higher Education Achievement Report - Additional Information

#### Learning and Teaching

The BSc (Hons.) Human Resource Management (Placement) will introduce you to a wide range of forms of knowledge transmission with the emphasis placed firmly on the integration between acquired knowledge and its application within the practitioner environment.

The learning experience at the University of Bedfordshire is based not only on the traditional format of lectures and seminars but within this course will include workshops aimed at supporting your employability and a unique unit in which you will participate in an employer based project based with one of our business partners.

In delivering underpinning knowledge the format and nature of the learning experience will vary from unit to unit but the emphasis is very much upon interactive learning. Thus you will be expected to actively engage both before each session (by prior preparation) and during the learning activities.

In the early part of the degree (the first year) the nature of learning is driven by the unit staff. Thus the subject area lecturers will provide clear and detailed guidance on what learning activities you should be engaging in and when these activities are most appropriate for your level of study. This will enable you to adjust to University level education whilst being provided with the guidance needed to develop towards greater autonomy of learning.

In your first year you will focus on the functions and structures of the organisation including the synergies and competing demands that exist between the organisational functions. Emphasis will also be placed on differing organisational models and the relationship that exists between the organisation and its external environment. During this initial period of study you will also be exploring different methods of studying through a combination of lectures, tutorials, written and oral presentations and skill-based workshops.

The second year provides a greater degree of student independence in terms of the range of units to be undertaken and when and how they are experienced. In supporting the unique nature of this course you will experience units that not only prepare you for the working environment but through the placement unit will give you genuine work experience within a professional environment.

In preparing you for the challenges of the work placement you will attend a number of workshops that will contextualise the experience you will gain in respect of the academic elements of your degree. In addition to which we will work alongside you during these sessions to explore the preliminary stages of your placement such as the:

Creating effective CV

Making a positive impression when meeting your employer

Communication skills within the workplace environment

Health and Safety at work

Expectations of behaviour in the workplace etc.

The placement itself may take place entirely at the employer's location or may be split between time at the employer and time at the UCMK campus. A split location is necessary may arise for a number of reasons and if appropriate for you will give the opportunity to use the campus facilities to undertake project work or research activity that may not be possible at the employer's location. The placement is intended to enhance the overall experience of the degree and as such will introduce you to and develop within you a skill set that will support your employability (or further study) after you graduate.

The place is worth 60 Level 5 Academic Credits and will be subject to a formal assessment (as stipulated in the Unit Information Form). The assessment will be based upon your academic learning during the placement period and will not be based upon workplace achievement.

By working alongside professionals you will learn the complexities of practice and will have the opportunity to solve unique problems across different business contexts by applying your knowledge of theoretical framework in a practitioner environment.

In the third year you will have the opportunity to develop a larger degree of autonomy of learning and through the exploration of specific human resource management subjects, consider the complexities of the subject matter in a manner that will prepare you for your Specialist Project. The Specialist Project unit will enable you to undertake a detailed investigation in a subject area of your choosing which might be linked to other areas of study or your practical learning experience.

Throughout the course of study each unit will include an element of formative assessment in addition to the final summative assessments. The formative assessment is a non-credit bearing assessment which is linked to improving your skills in relation to one or more elements of the final assessment of the unit. The precise nature of the formative exercise will depend upon the precise nature of the final assessment.

Tutors will make extensive use of BREO, the University's electronic learning environment, as a means of disseminating important information and students will be expected to make full use of the learning resources centre's electronic and online research facilities. Many lecturers will place the power point slides that they use in BREO for you. Some will expect you to do assessment exercises through BREO. In addition the learning sessions you will make use of specialist electronic databases such as Emerald and EBSCO.

### **Developing your employability**

A degree in Human Resource Management seeks to develop you the individual, the skills and the attributes that are necessary to secure employment and to be successful in your chosen profession to benefit yourself, the general workforce, the community and ultimately the economy.

The BSc Human Resource Management (Placement) is designed to embed these attributes at all levels of the degree. The course has been structured to incrementally develop general business, management and academic skills in combination with the practical skills demanded of HR practitioners. Thus the key transferable skills (i.e. issue identification, independent research, synthesis of materials, analysis and application etc.) are developed in a lecturer directed fashion in the first year and then these skills are developed in an increasingly autonomous manner. The central practical skills are developed in the second year Internship unit in which you will gain first-hand experience of the practitioner environment.

This unit will provide opportunities for you to learn in a range of real world environments. You will be able to develop an understanding of the key HR issues and associated skills necessary in a practical environment. Through this you will be able to interact with future employers, and thus be able to demonstrate that key management skills have been acquired and employed in a situation most beneficial and appropriate to future employers.

### **Department (s)**

Management and Business Systems

### **Assessment**

In line with the Business School's approach to education, a large part of the assessment will relate to your demonstration of your ability to do apply acquired knowledge to practice. We will want to see that you understand the theory and have developed critical thinking skills which help you evaluate the relevance of what you have learned. All of this comes together in being able to demonstrate rigorous management and human resources practice for an organisation.

To assess this range of integration of theory and skills into sound practice, we use a range of methods. You will encounter many different kinds, including :

- Reports: in which you will analyse a business problem and propose solutions.
- Presentations: present proposals as if to your boss, a board or a client.
- Time-limited tasks: on a set day, you will be given a task which you will need to complete in a set time, such as 48 hours or five days.
- Academic writing: used to demonstrate clear, critical thinking, you might be asked to write an essay or a short summary of a theoretical debate.
- Appraisals: just as in business, you use appraisals to assess your own learning and to set your personal and academic development objectives.
- Projects: these are assessed in a number of ways depending on the task defined by our business partner.
- Project reviews: you analyse and evaluate the way you worked on a project and set out how you would work more effectively on a similar task in future.
- Exams: as well as conventional exams using set questions and case studies, exams can be the outcome of a group task. You might work on a large task together and then sit an exam to show your individual learning from the task.

For all assignments you will have an assignment brief which clearly sets out what is required and you will be given the criteria which your tutors will use to mark your work. In some cases you will be involved in developing the criteria used to assess work, to grade your own work and to grade the work of your fellow students: this is all part of developing your understanding of the assessment standards and what is needed to do well at a task.

You will receive feedback on all your assessments. If you use this feedback, you will be able to improve your learning and your grades on future assignments.

Whilst assessments are a means by which it is possible to determine academic progress within your degree we also recognise that assessments may be intimidating. To help overcome this we have built into our units elements of formative assessment. These assessments may take a variety of forms (as outlined below) however, they are not credit bearing but are however effective at helping to identify in you the learner strengths and weaknesses that may need reinforcing or enhancing. Summative assessments will be introduced at each academic year in one of the initial subjects so as to give greatest opportunity for reflection on learning and progress at the earlier stages of the academic year.

### **After Graduation**

This course will prepare you for a human resource management or managerial career in industry or the public sector.

Specialised careers include:

Human resource manager

Management consultant

Recruitment consultant,

Performance and reward manager

Employee relations officer,

Training and development officer,

HR officer,

Talent and learning specialist.

In addition to these career options this course will prepare you for further study within a range of different contexts. It is possible for example to study for doctoral qualifications such as PhD or DBA (Doctor of Business Administration). Further study could take the form of achievement of a Masters degree either in specialist HRM programme or generalist programme such as the MBA (Master of Business Administration).

Other options for further study include those programmes which enable you to gain professional recognition through the Chartered Institute of Personnel and Development (CIPD).

### **Student Support during the course**

We adopt a business-style approach to supporting your development. At each stage the primary support mechanisms for your growing independence is your Personal Academic Tutor who will work with you to help develop your academic and professional skills, just as in modern organisations. In your first year you will meet regularly with your Personal Academic Tutor who will be able to help you with your ongoing developmental needs and agreeing objectives for the next phase of your studies. The objectives will relate to building your academic skills and achievements and also to the opportunities you have alongside your studies to enhance the internship experience and in turn create a strong CV for future employment.

During your time on placement you will be supported in the workplace by you Placement Supervisor who will normally be your line manager, This is the person to whom you will discuss the day to day responsibilities of the placement and in the first instance discuss matters or issues arising that need to be addressed within the working environment. In addition to the Placement Supervisor your will also be provided with a Placement Tutor. Your Placement Tutor is a named member of University academic staff designated as the person responsible for overseeing your learning experience during the placement.

### **Students with disabilities**

The University **Health and Well Being** team gives access to the University's specialist counselling service, to health advice, disability and dyslexia specialist assistance. Furthermore the personal tutor system is in place to offer disabled students academic support. Full details of this service will be available in induction.

The Health and Well Being team can be accessed through SiD - either in person in your campus centre or online at [www.beds.ac.uk/sid](http://www.beds.ac.uk/sid).

See further information on the University website <http://www.beds.ac.uk/studentlife/current/disabilities>.

## Assessment Map

Unit Code		Weeks																									
		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
BSS003-1 Foundations of Business Management I	C/O C	RE							RE																		
BSS013-1 Foundations of Business Management II	C																	RE						EX			
AAF001-1 Principles of Accounting	C	IT			IT						EX																
SHR007-1 HRM Foundations	C																				PR-Oral				WR-I	Ex-CB	
BSS015-2 Strategic Thinking	C					WR-I					WR-I																
SHR016-2 People Resourcing and Development	C				CW-CS					EX																	
SHR002-2 Business Research Skills	C			WR-I					WR-P																		
BSS008-2 Operations Management	C						RE				EX																
BSS020-2 Enterprise Placement	C														WR-I									WR-I		PR-Oral	PR-Plac

Strategy and Creativity	C						WR-I		WR-I																
Developing Professional HRM Practice	C																	CW-CS							CW-Port
Specialist Project: HRM	C																	WR-Post							PJ-Proj
Digital Business Management	C			RE					PCR-E																
HRM Practice Portfolio	C	PJ- Proj / PR- Oral						PJ- Proj / PR- Ora			CW- RW														

## Section 3 - Academic Information

This section will be used as part of the approval and review process and **peer academics** are the target audience.

### Course Learning Outcomes

Upon successful completion of this course, you should be able to:-

1. Evidence the practice of human resource management within an employment environment through participation in a structured work placement demonstrating appropriate academic knowledge as well as practical skills and abilities. .
2. Collaborate as a member or leader in a professional team, proactively managing interpersonal relationships to deliver the set objective
3. Evaluate your own performance and actively seek to develop your strengths and moderate weaknesses, creating a positive impact on the workplace, society and personal career development
4. Evaluate appropriate theories from a range of business disciplines applying this knowledge to analyse external and internal organisational contexts with insight and objectivity.
5. Apply a range of business and management tools to HRM problems and propose novel, effective solutions, selecting and employing appropriate methods to communicate professionally with influence and impact
6. Critically investigate an HRM task, collecting and evaluating information, and sourcing and analysing data in order to assess options and make recommendations
7. Demonstrate a rigorous understanding of HRM and its relationship to other business disciplines

### Course-specific regulations

N/A

### Teaching, Learning and Assessment

The first year of your study in common with our approach to teaching and learning within UBBS will be to consider a range of disciplines that support the function of the business enterprise and the interplay between these activities. The purpose of this is to give you a clear insight into how a business functions and how these functions can not only create value but in themselves need proactive management. These units form the foundation of management knowledge and as such help to create a stable platform on to which further exploration of management and its application will be based.

In the second year the skills to acquire specialist knowledge will be developed further with a greater emphasis upon the critical analysis of this knowledge and its application within the employer environment. During this period you will be challenged to take greater ownership of your learning activities and will be engaged in a range of activities that support academic enquiry and the application of knowledge to the practitioner environment.

In your final year you will focus on the HRM disciplines and their relationship with operational and strategic management within the organisational context. The culmination of your studies will be the preparation of your Specialist Project through which you will have the opportunity to address real problems or tasks brought to us by our business partners. You act as consultants, gathering data, developing and applying your analytical skills and using your knowledge to address the problems and issues that can arise within the business enterprise. The development of your project will be in conjunction with your project supervisor who will be able to guide you through this process and provide guidance on a range of matters surrounding the successful completion of your project.

### Additional Academic Information

## ***Peer-assisted learning (PAL)***

### ***Initial Assessment***

### ***Improving students' learning***

Whilst recognising that the development of autonomy of learning and the application of knowledge to the practitioner environment is the ultimate goal of the BSc Human Resource Management (Placement) degree, the Department of Management and Business Systems adopts a careful and incremental approach to achieving this result. This is achieved by a mixed strategy of initial lecturer directed study, peer group collaboration and the use of support services.

All first year students undergo an induction during the first week of the academic year. The induction will include not only introductions to the topic areas by academic staff but also presentations by Learning Research Centre staff on the nature of manual and electronic resources available and how to use them. The induction also includes an interactive two hour session devoted to adapting to the learning environment and university and how to research and write at this level.

The incremental approach to learning is typified in the initial units Foundations of Business Management I and Foundations of Business Management II which introduce the fundamental principles of the subject matter in a manner which enables you to grasp the initial concepts of business and management whilst at the same time preparing you for greater analysis and application during the subsequent years of study.

All units have a form of non-graded formative assessment which feeds into the summative methods of assessment.

These basic study and learning skills are reinforced throughout the units in the second and third year both in terms of seminar work and formal assessments. Thus student will be asked to develop independent learning skills which will be implemented these skills in a formal employment situation. Experience gained during this period of internship can be developed further in the Specialist Project HRM unit in the third year.

Throughout the degree all unit staff are required to make extensive use of Breo to support the development of learning. The unit staff will also provide informative written feedback via turnitin and continuous verbal feedback in seminars and workshops. The Department has adopted a common policy in relation to the quality, quantity and nature of feedback in relation to assessments. All academic staff are also required to make themselves available for personal consultation after academic work is returned. In addition staff are required to make themselves available for office hours each week which the student body is strongly encouraged to use.

### ***Academic Integrity***

The Department of Management and Business Systems makes great efforts to ensure that all students are well versed in the correct and appropriate methods to accurately and precisely reference materials and the standards required for good academic practice.

This begins during the induction process which takes place during the first week of term for first year students. The induction process contains a range of interactive sessions. This includes a two hour session on the requirements of scholarship and writing at University level. There is a separate two hour session during which undergraduates are introduced to the nature of good academic practice and the concept of academic misconduct.

Thus instruction and guidance on plagiarism and good academic practice is embedded into the induction given to first years, and a spine of compulsory unit at each level of the degree. In addition all staff are requested to provide a brief reminder of these issues during unit lectures (and Breo sites) when releasing

coursework, and the issue is contained within the brief given to students in all coursework

***HEAR implementation***

***Internationalisation***

The study of business, management and the management of the human resource is by its very nature international. As business transcends national boundaries consideration is given to the inter-relationship between the culture of the business environment as it impacts upon the activities of the organisation at local, national and international level. To effectively consider the role of human resource management it is necessary to consider the development of the organisation in a comparative manner through appropriate reference systems, cultures, regulations and legislations that operate within the international business arena.

***Sustainability***

Throughout this course every effort is made to consider the longer term impacts of organisation behaviour on the societies in which commercial activities may be set. Units contained within this course not only introduce the relationship between the different business functions and their impact upon the human resource professional but also take into account the practical implementation of these functions in respect of their wider environmental impact. The term environment is used in its broadest sense and therefore considers more than the sustainability of the ecological context to include the wider social environment including the political, economic, social, technological, legal and ethical dimensions that influence and are indeed influenced by the business enterprise.

## Section 4 - Administrative Information

This section will be used as part of the approval and review process and peer academics are the target audience.

<b>Faculty</b>	<b>University of Bedfordshire Business School (UBBS)</b>
<b>Portfolio</b>	<b>Human Resource Management</b>
<b>Department/School/Division</b>	<b>Law and Finance</b>
<b>Course Coordinator</b>	<b>Muhammad Sameer</b>
<b>Version Number</b>	1/16
<b>Approved by (cf Quality Handbook ch.2)</b>	Chair of UAP
<b>Date of approval (dd/mm/yyyy)</b>	13.01.2015
<b>Implementation start-date of this version (plus any identified end-date)</b>	January 2017

Form completed by:

Name: ...Muhammad Sameer..... Date: 08/12/16

Authorisation on behalf of the Faculty Teaching Quality and Standards Committee (FTQSC)

Chair: .....David Chalcraft..... Date: 19.12.16

Course Updates		
Date (dd/mm/yyyy)	Nature of Update	FTQSC Minute Ref:
07.12.16	To update the diet to replace unit 'Work Placement' with BSS020-2 'Enterprise Placement'	
08.12.16	To update Section-4 (Course Co-ordinator, Portfolio and Department)	