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**PRESCRIPTION: 633 HUMAN RESOURCE MANAGEMENT**

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This prescription replaces prescription 233 *Human Resource Management*.

**ELECTIVE PRESCRIPTION**

<b>LEVEL</b>	6
<b>CREDIT</b>	20
<b>VERSION</b>	1
<b>INTRODUCED</b>	2007
<b>AIM</b>	Students will understand the roles, functions and application of Human Resource Management within contemporary New Zealand organisations.
<b>PREREQUISITES</b>	Nil

**ASSESSMENT WEIGHTINGS**

Learning outcomes	Assessment Weighting %
1. Students will evaluate the interrelationship between human resource management, an organisation and its environment.	10
2. Students will discuss the contribution of job design to organisational effectiveness, and complete a job analysis in a given situation.	10
3. Students will develop a recruitment and selection strategy for a given position, adhering to relevant employment legislation.	20
4. Students will develop an induction programme and a training and development plan to meet individual and organisational needs.	15
5. Students will evaluate performance management and its contribution to organisational effectiveness.	15
6. Students will critique remuneration and rewards management and the relationship to performance management.	10
7. Students will apply an understanding of current legislative requirements for health and safety in the workplace to a given situation.	10
8. Students will discuss the collection, storage and use of human resource data for effective management.	10
<b>TOTAL</b>	<b>100</b>

All learning outcomes must be evidenced; a 10% aggregate variance is allowed.

## ASSESSMENT NOTES

1. Assessment materials should reflect relevant and current legislation, standards, regulations and acknowledged good industry/business practices.
2. All assessment should reflect current human resource issues and trends.
3. Learning outcome two: Students are required to undertake a job analysis and develop a job description and person specification or competency profile.
4. Learning outcome four: Principles of effective training and development will underpin the induction programme and the training and development plan
5. Learning outcome seven: Application of understanding may take the form of case studies, development of a health and safety plan, etc.
6. Learning outcome eight: Human resource data includes both qualitative and quantitative.

## LEARNING OUTCOME ONE

Students will evaluate the interrelationship between human resource management, an organisation and its environment.

### *Key elements*

- a) Human resource management
  - roles and functions:
    - historical context
    - contemporary context
  - human resource planning:
    - planning process
    - strategic focus.
- b) Environment:
  - internal
  - external.

## LEARNING OUTCOME TWO

Students will discuss the contribution of job design to organisational effectiveness, and complete a job analysis in a given situation.

### *Key elements*

- a) Job design:
  - principles.
- b) Job analysis:
  - selection and use of at least one appropriate method
  - documentation:
    - job description
    - person specification or competency profile.

### **LEARNING OUTCOME THREE**

Students will develop a recruitment and selection strategy for a given position, adhering to relevant employment legislation.

*Key elements*

- a) Recruitment and selection criteria.
- b) Process and methods:
  - recruitment process, at least two methods
  - selection process, at least three methods.

### **LEARNING OUTCOME FOUR**

Students will develop an induction programme and a training and development plan to meet individual and organisational needs.

*Key elements*

- a) Induction
  - programme design.
- b) Training and development plan:
  - needs
  - outcomes
  - methods
  - evaluation.

### **LEARNING OUTCOME FIVE**

Students will evaluate performance management and its contribution to organisational effectiveness.

*Key elements*

- a) Purpose.
- b) Process:
  - appraisal methods, at least two
  - counselling
  - career planning.
- c) Disciplinary action:
  - procedural fairness
  - substantive justification
  - unfair dismissal.

## **LEARNING OUTCOME SIX**

Students will critique remuneration and rewards management and the relationship to performance management.

### *Key elements*

- a) Remuneration:
  - internal relativities
  - external relativities:
    - statutory requirements
    - market forces
  - methodologies, at least two.
  
- b) Rewards, at least two of each of:
  - intrinsic
  - extrinsic.

## **LEARNING OUTCOME SEVEN**

Students will apply an understanding of current legislative requirements for health and safety in the workplace to a given situation.

### *Key elements*

- a) Responsibilities.
  
- b) Hazards.
  
- c) Accidents.

## **LEARNING OUTCOME EIGHT**

Students will discuss the collection, storage and use of human resource data for effective management.

### *Key elements*

- a) Legislative requirements.
  
- b) Uses:
  - decision making:
    - organisational
    - individual
  - organisational performance.