

PROGRAMME SPECIFICATION

Bachelor of Arts with Honours in Human Resource Management

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| Awarding institution | Liverpool John Moores University |
| Teaching institution | LJMU |
| UCAS Code | N600 |
| JACS Code | N600 |
| Programme Duration | Full-Time: 3 Years, Sandwich Thick: 4 Years |
| Language of Programme | All LJMU programmes are delivered and assessed in English |
| Subject benchmark statement | General Business and Management 2015 |
| Programme accredited by | Chartered Institute of Personnel and Development (CIPD) Intermediate Standards leading to Associate Membership CIPD |
| Description of accreditation | BA (Hons) Human Resource Management is a professionally approved programme providing the knowledge requirements leading to Associate Membership of CIPD. http://www.cipd.co.uk/qualifications/where-qualified/atoz.htm Offered as a 3 year full-time programme with an optional 1 year placement at the end of level 5. |
| Validated target and alternative exit awards | Bachelor of Arts with Honours in Human Resource Management Diploma of Higher Education in Human Resource Management Diploma in Higher Education (SW) in Human Resource Management Certificate of Higher Education in Human Resource Management |
| Programme Leader | Jason Bogh |

Educational aims of the programme

The programme aims to equip students with the knowledge and progress skills attainment to meet the Intermediate standards of CIPD. Completion of the programme, with appropriate, employer evidenced work related mapping will meet the requirements for Associate Membership of CIPD. The curriculum is designed to comply with the QAA General Business and Management Subject Benchmark, published as part of the national academic infrastructure as amended by mapping requirements against the CIPD Intermediate standards. CIPD require a 100% match against their Intermediate standards.

The BA (Hons) Human Resource Management Programme aims to produce graduates who have: undertaken a rigorous study of core and strategic human resource management knowledge, specialising in the analysis of the contribution of people to the strategic objectives of organisations obtained the necessary knowledge and skills to pursue management careers in human resource management/ personnel / individual and organisational development or corporate careers that involve developing performance in people, equality and diversity initiatives, developed the personal and key skills to enable them to work effectively on their own and within teams, and to be able to meet the challenges of working in a changing environment, developed and evidenced and mapped against CIPD requirements, the key behaviours of a HR professional practitioner at Intermediate level acquired the intellectual skills to enhance personal development and inculcate a positive attitude to lifelong learning and development developed the ability to act ethically in different circumstances and contexts gained the necessary entrepreneurial qualities and skills, including working in digital contexts, to meet the challenges of today's working environments gained experience in the application of skills and knowledge in a work situation through completing an optional one year placement/ voluntary intern position with HR related activities/ paid work experience undertaken whilst completing the programme. To encourage students to engage with the development of employability skills by completing a self-awareness statement.

Alternative Exit/ Interim Award Learning Outcomes - Certificate of Higher Education

A student who is eligible for this award will be able to:

Describe and evaluate the role of human resource management in diverse organisations and contribute to the management of these organisations.

Use a range of data; organisational, financial and external to formulate opinions and guidance in HR related issues

Develop and regularly use team working and interpersonal skills to support effective working in a rapidly changing and diverse environment

Alternative Exit/ Interim Award Learning Outcomes - Diploma in Higher Education (SW)

A student who is eligible for this award will be able to:

Describe and evaluate the role of human resource management in diverse organisations and contribute to the management of these organisations.

Conduct detailed evaluation of the tools of recruitment and selection, performance, development, reward for a range of organisational contexts.

Use a range of data; organisational, financial and external to formulate opinions and guidance in HR related issues

Recognise and demonstrate professional behaviours which can be mapped to corresponding Intermediate Standards of CIPD

Develop and regularly use team working and interpersonal skills to support effective working in a rapidly changing and diverse environment

Alternative Exit/ Interim Award Learning Outcomes - Diploma of Higher Education

A student who is eligible for this award will be able to:

Describe and evaluate the role of human resource management in diverse organisations and contribute to the management of these organisations.

Conduct detailed evaluation of the tools of recruitment and selection, performance, development, reward for a range of organisational contexts.

Use a range of data; organisational, financial and external to formulate opinions and guidance in HR related issues

Recognise and demonstrate professional behaviours which can be mapped to corresponding Intermediate Standards of CIPD

Develop and regularly use team working and interpersonal skills to support effective working in a rapidly changing and diverse environment

Target award Learning Outcomes - Bachelor of Arts with Honours

A student successfully completing the programme of study will have acquired the following subject knowledge and understanding as well as skills and other attributes.

A student who is eligible for this award will be able to:

1. Describe and evaluate the role of human resource management in diverse organisations and contribute to the management of these organisations.
2. Evaluate the impact of the changing local and global environment on human resource management practice.
3. Utilise and evaluate case study material from the private, public and not for profit sectors
4. Conduct detailed evaluation of the tools of recruitment and selection, performance, development, reward for a range of organisational contexts.
5. Design, justify, identify, measure, and evaluate the contribution of human resource management initiatives and strategies.
6. Use a range of data; organisational, financial and external to formulate opinions and guidance in HR related issues
7. Use organisational and academic research to inform the design and evaluation of HR related issues
8. Develop reflective skills in respect to personal competence and development in line with the values and impact of HR policy practice and strategy
9. Develop the critical and analytical skills necessary to question and offer informed alternatives in a rapidly

changing environment

10. Use a range of data, organisational financial and external to formulate opinions and guidance in HR and general business related issues
11. Plan, conduct and produce an investigative research project report
12. Recognise and demonstrate professional behaviours which can be mapped to corresponding Intermediate Standards of CIPD
13. Demonstrate practical evidence from paid placement or work or unpaid voluntary work linking into the behavioural mapping of Intermediate CIPD
14. Engage in HR practitioner activities across a range of HRM and HRD interventions and strategies
15. Interpret and communicate complex materials, concepts, and ideas in a range of methods
16. Critically appraise and evaluate organisational strategy, policies, and practices
17. Interpret a range of data to make informed decisions in problem solving
18. Use IT for research and evaluation
19. Develop and regularly use team working and interpersonal skills to support effective working in a rapidly changing and diverse environment
20. Manage time effectively and learn independently in the spirit of critical enquiry.

Teaching, Learning and Assessment

The methods used to enable outcomes to be achieved and demonstrated are as follows:

Workshops

Presentations

Tutor led tutorials

Student led tutorials

Seminars

Lectures

Skills development workshops

Role play

Case study

Action learning sessions

Self directed learning

Work placement year

Intern work opportunities

Short placement and project opportunities

On line discussion boards

E- facilitated assesment support surgeries

E- facilitated tutor support and guidance

Business and Informal Reports

Mini Case studies

Seen Case study Assessments

Case study based coursework

Tests

Presentations (individual or group)

Portfolio (skills or knowledge development)

Research Investigation Project

Work placement year

Essays

Critical reflection accounts

Skills assessment (individual or group)
 Lectures
 Tutor led tutorials
 Student led tutorials
 Workshops
 Self directed learning
 Work placement year
 Essays
 Reports
 Tests
 Case Study Assessments (seen and unseen)
 Presentations
 Project
 Workshops
 Presentations
 Tutorials
 Role play
 Case study
 Work placement year
 Portfolio
 Presentations
 Formative assessment on role plays and case study
 Lectures
 Tutor led tutorials
 Student led tutorials
 Workshops
 Work placement year
 Self directed learning using workbooks and Blackboard
 Reports
 Unseen Assessments
 Case study Assessments
 Presentations
 Portfolio
 Project
 Work placement year

Programme structure - programme rules and modules

The programme is studied over 3 years full time, with an option of a 1 year placement at the end of level 5 -5170BUSHR - (taking the years of study to 4). Students who do not undertake the placement will need to consider short term and voluntary placements to develop HR practitioner skills for CIPD accreditation. Each academic year consists of two 12 week semesters. The programme will also offer the opportunity of an additional study year abroad following Level 5. This option is only available to students who have not undertaken the additional placement year. These students will be enrolled on a 480 credit honours with study abroad programme. Of those 480 credits, 120 will be taken via 5800BUSHR Level 5 Study Abroad module.

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| Level 6 | Potential Awards on completion | Bachelor of Arts with Honours |
| Core | Option | Award Requirements |

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| 6115BUSHR Strategic HR (20 credits) 6125BUSHR EQUALITY, DIVERSITY AND INCLUSION (20 credits) 6140BUSHR Employment Relations and Legal Framework (20 credits) 6150BUSHR Organisational Development & Change Management (20 credits) 6160BUSHR Dissertation and Impact Report (20 credits) | 6130BUSHR International HRM and HRD (20 credits) 6180BUSHR Consultancy (20 credits) | 100 core credits at level 6 20 option credits at level 6 |
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| Level 5 | Potential Awards on completion | |
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| Core | Option | Award Requirements |
| 5110BUSHR LEADERSHIP AND MANAGEMENT (20 credits) 5120BUSHR HR Professional Practice (20 credits) 5130BUSHR Employability (20 credits) 5140BUSHR Development, Coaching and Performance (20 credits) 5150BUSHR Introduction to Research Methods (20 credits) 5160BUSHR Advanced Selection Practice (20 credits) | | 120 core credits at level 5 0 option credits at level 5 |

| Level 4 | Potential Awards on completion | |
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| Core | Option | Award Requirements |
| 4110BUSHR Organisational Behaviour (20 credits) 4125BUSHR Academic and Business Skills (20 credits) 4145BUSHR Introduction to HR (20 credits) 4150BUSHR Social, Political, Economic and Legal Context of HR (20 credits) 4160BUSHR HR PRACTITIONER SKILLS (20 credits) 4170BUSHR Management Practice (20 credits) | | 120 core credits at level 4 0 option credits at level 4 |

Information about assessment regulations

All programmes leading to LJMU awards operate within the University's Academic Framework.
<https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework>

Opportunities for work-related learning (location and nature of activities)

Work based learning:

Learning about self and others

Learning and practicing key skills in management and HRM specifically

Experiencing the world of work

Developing solutions to work based problems in workshops and tutorials

Experience and learning how to manage oneself in a range of situations

Encourage students to engage with the development of employability skills by completing a self-awareness statement

There is on-going development of graduate skills embedded in the programme. All 41 skills will be taught, practised and assessed via core modules within the programme. Work related skills form part of workshop and tutorial tasks throughout the programme. Specialist speakers at appropriate points in key modules enhance the work related experience for the students.

Level Four

HR Practitioner skills employs case-based and role-play techniques to develop real world skills in a practitioner context supported by CIPD qualified practitioner input. The Business and Finance module will give HR students a wider understanding of other functions and the ability to work effectively with budget and forecast data.

Level Five

Particular reference is made to Professional Practice and Preparation for Work at level five where students are exposed to real work simulations which develop a range of skills. Assessment for Professional practice involves the interpretation and offering of solutions to a real world based case study. Assessment for Preparation for Work includes reflective learning logs.

Placement Year

Students work in a HRM related job. They enter into a learning agreement between themselves and their employer and LBS concerning their personal and business skills development. Students produce learning logs which are assessed by LJMU and work-based supervisors. They also complete a portfolio of evidence which is assessed and forms part of the evidence for Associate Membership of CIPD and can also be presented to gain the award of Licentiate membership of City and Guilds Institute.

Level Six

Through the investigative report, students research either a live HR business problem connected to a company or research a HR business related issue. The research is undertaken individually with support from action learning sets and supervision and written up as a 9,000 word analytical report.

In Strategic HRM - students analyse a range of HRM strategy problems using case studies which focus on the development of work related skills.

Students who do not take a placement year before moving into level six will be encouraged to undertake paid and voluntary opportunities to develop the employer assessed behaviours linked to the Intermediate Standards. Through the portfolio of evidence built up and employer verification students will have clear direction about any additional requirements on HR behavioural mapping required to meet CIPD Intermediate standards and obtain Associate Membership of CIPD

PDP and CPD planning forms part of the overall development of individual students on the programme and students are encouraged to participate in skills development and to collect work related evidence for HR behavioural mapping from level one onwards.

Criteria for admission

A/AS Level

104 UCAS Tariff points from a minimum of 2 A Levels.

Key skills points are accepted in accordance with the UCAS tariff.

BTEC National Diploma

104 UCAS Tariff points

Irish Leaving Certificate

104 UCAS Tariff points with a maximum 20 UCAS Tariff points from Ordinary level

Scottish Higher

104 UCAS Tariff points

International Baccalaureate

26 points from IB Diploma

Access

Pass Access to HE Diploma in a relevant subject

Higher national diploma

Exemptions may apply - decisions on an individual basis on discussion with the programme team

Applications are welcomed from students with the following qualifications

A Higher National Diploma (HND) in a relevant Business subject. Applicants are expected to have achieved an average of merit standard

Foundation Degree in a relevant Business subject. Applicants are expected to have achieved an average of 60%

Other

GCSE (or O Level) Mathematics and English Language grade C or above (or equivalent),

Mature entry

Non standard and mature admissions will be based on evidence relating to experience and job role as well as qualification and will be individually assessed by the programme team using interviews and a review of work and skills.

Overseas qualifications

Qualifications will be considered in line with normal entry requirements.

Any applicant whose first language is not English will be required to provide an IELTS certificate at band 6.0 with no less than 5.5 in any component or an acceptable equivalent.

Direct entry to level 5 (year 2) is available to holders of LJMU's International Year One in Business (Study Group). Students need to have achieved 40% in all modules and 50% in 45081YBSG English Skills for University Study.

International Students English Language Requirements. All International and EU students must meet the following minimum English Language requirements IELTS 6.0 with a minimum of 5.5 in each component

External Quality Benchmarks

All programmes leading to LJMU awards have been designed and approved in accordance with the UK Quality Code for Higher Education, including the Framework for Higher Education Qualifications in the UK (FHEQ) and subject benchmark statements where applicable.

The University is subject to periodic review of its quality and standards by the Quality Assurance Agency (QAA). Published review reports are available on the QAA website at www.qaa.ac.uk

Programmes which are professionally accredited are reviewed by professional, statutory and regulatory bodies (PSRBs) and such programmes must meet the competencies/standards of those PSRBs.

Support for students and their learning

The University aims to provide students with access to appropriate and timely information, support and guidance to ensure that they are able to benefit fully from their time at LJMU. All students are assigned a Personal Tutor to provide academic support and when necessary signpost students to the appropriate University support services.

Students are able to access a range of professional services including:

- Advice on practical aspects of study and how to use these opportunities to support and enhance their personal and academic development. This includes support for placements and careers guidance.
- Student Advice and Wellbeing Services provide students with advice, support and information, particularly in the areas of: student funding and financial matters, disability, advice and support to international students, study support, accommodation, health, wellbeing and counselling.
- Students studying for an LJMU award at a partner organisation will have access to local support services

Methods for evaluating and improving the quality and standards of teaching and learning

Student Feedback and Evaluation

The University uses the results of student feedback from internal and external student surveys (such as module evaluations, the NSS and PTES), module evaluation questionnaires and meetings with student representatives to improve the quality of programmes.

Staff development

The quality of teaching is assured through staff review and staff development in learning, teaching and assessment.

Internal Review

All programmes are reviewed annually and periodically, informed by a range of data and feedback, to ensure quality and standards of programmes and to make improvements to programmes.

External Examining

External examiners are appointed to programmes to assess whether:

- the University is maintaining the threshold academic standards set for awards in accordance with the FHEQ and applicable subject benchmark statements

- the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with University policies and regulations
- the academic standards are comparable with those in other UK higher education institutions of which external examiners have experience
- the achievement of students are comparable with those in other UK higher education institutions of which the external examiners have experience

and to provide informative comment and recommendations on:

- good practice and innovation relating to learning, teaching and assessment observed by external examiners
- opportunities to enhance the quality of the learning opportunities provided to students

Please note:

This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content, teaching, learning and assessment methods of each module can be found in module and programme guides.