

PROGRAMME SPECIFICATION

Certificate of Professional Development in Human Resource Management- CIPD Intermediate Level Standards

Awarding institution	Liverpool John Moores University
Teaching institution	LJMU
JACS Code	N600
Programme Duration	Part-Time: 1 Year
Language of Programme	All LJMU programmes are delivered and assessed in English
Subject benchmark statement	General Business and Management
Programme accredited by	Chartered Institute of Personnel and Development (CIPD) Intermediate Standards leading to Associate Membership CIPD
Description of accreditation	CPD Human Resource Management is a professionally accredited programme providing the knowledge requirements leading to Associate Membership CIPD. http://www.cipd.uk/qualifications/where-qualified/atoz.htm
Validated target and alternative exit awards	Certificate of Professional Development in Human Resource Management- CIPD Intermediate Level Standards
Programme Leader	Joshi Jariwala

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 this 1 year 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 100% match against their Intermediate standards.

The CPD in Human Resource Management programme aims to produce practitioners who have:

understanding of core concepts such as HRM approaches, dimensions of HR strategy and policy.

developed, evidenced and mapped against CIPD requirements, the 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.

undertaken study in the function of HRM and employee relations at an Intermediate level.

Target award Learning Outcomes - Certificate of Professional Development

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. discuss HR within the widening business context whilst being able to define the function of HR and the purpose of policy and procedure.
2. describe the role HR plays in business areas such as resourcing and employee relations.

3. compare differing HRM approaches to leadership and business management.
4. reflect on individual competence and development as well as reflecting on the value and impact of HR policy, practice and procedure.
5. describe professional behavioural mapping corresponding to the Intermediate standards of CIPD.
6. conduct case study reviews to describe contemporary HR practitioner involvement across the range of HRM interventions and strategies.
7. understand the dimensions of team work and interpersonal skills to support effective working in a changing environment.
8. discuss and compare materials to a Intermediate standard of CIPD.

Teaching, Learning and Assessment

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

Workshops

Timed Assessment

Presentation

Report

Workshops

Timed Assessment

Presentation

Report

Workshops

Timed Assessment

Presentation

Report

Workshops

Timed Assessment

Presentation

Report

Programme structure - programme rules and modules

Level 5	Potential Awards on completion	Certificate of Professional Development
Core	Option	Award Requirements
5111BCPDHR HR Behaviours and Functions (20 credits) 5222BCPDHR Organisational Performance & Employee Relations (20 credits)		40 core credits at level 5 0 option credits at level 5

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)

Learning and practicing key skills in management and HRM.

Particular reference is made to the HR Profession Map and Behaviours at Intermediate level of CIPD and how these translate to the work place and individual professional development.

Criteria for admission

Other

Successful applicants will normally have completed a level 3 qualification in HR or business-related area. Alternative qualifications may be considered where applicants are currently working in a HR or HR-related role.

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.