



# Human Resource Management Award, Certificate and Diploma

Support the development of your line managers or human resource staff to manage your people and to work towards gaining best standards of “people practice”

## Why should business get involved?

Employing staff can be our most expensive resource, therefore it is vital that we select the most effective people and train and motivate them towards effective Performance Management. This will reduce time spent on recruitment and performance management and increase staff morale and satisfaction in the workplace.

## What type of training is available?

All programmes follow the CIPD standards in Human resource Management.

### Award

This provides an introduction to the role of Human Resource Management and how it operates within an organisation. It consists of the following-

- recording, analysing & using human resource information
- 7 weeks- 3 hours per week class time (approx)

### Certificate and Diploma

These follow on from the Award and consists of the following units, depending on the number of credits taken :

- supporting change in organisations
- resourcing talent and planning processes
- supporting good practice in employment relations
- supporting good practice in performance and reward

- contributing to the process of job analysis
- supporting good practice in managing the employment
- developing yourself as an effective resources practitioner

## How long will this take?

34 weeks from September to June. One evening or afternoon per week. The assessment involves dedicated study time as well as attendance in college.

## How is the programme assessed?

This will be completed through a range of blended learning processes which includes:

- taught classes
- self assessment
- assessment in the work situation supported by a mentor
- on-line learning
- assignments both written and skills based
- management project on an organisation issue

## Why choose Warrington Business School as your training provider?

We are an approved assessment centre for The Chartered Institute of Personnel and Development. Our staff are highly qualified with experience of working in the Human Resource field.

### Key Contact:

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