
Prescription: 633 Human Resource Management

Elective prescription

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| Level | 6 |
| Credit | 20 |
| Version | 2 |
| Aim | Students will understand the roles, functions and application of Human Resource Management processes within contemporary New Zealand organisations. |
| Prerequisites | nil |
| Recommended Prior Knowledge | 530 Organisations and Management or equivalent knowledge and skills |

Assessment weightings

| Learning outcomes | Assessment weighting % |
|---|---------------------------|
| 1. Students will evaluate the interrelationship between human resource management, organisations and their environment. | 10 |
| 2. Students will develop job documentation for organisational and employment purposes in a given situation. | 15 |
| 3. Students will evaluate and select recruitment and selection options for a given situation. | 20 |
| 4. Students will understand the role of performance management and its contribution to organisational effectiveness, retention and motivation of employees. | 15 |
| 5. Students will apply principles of workplace learning to develop a training programme to meet individual and organisational needs. | 15 |
| 6. Students will understand how to develop equitable reward structures from a given set of data and develop a base pay structure. | 15 |
| 7. Students will apply an understanding of current legislative requirements for health and safety in the workplace to a given situation. | 10 |
| Total | 100 |

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 and/or business practices.
2. Te Tiriti o Waitangi and Treaty of Waitangi. 'Te Tiriti o Waitangi' refers to the Maori language text of the Treaty. 'Treaty of Waitangi' refers to the English language text of the Treaty. The 'Treaty' refers to both the Māori and English language texts considered as a whole. Where relevant all assessments should reflect a student's cultural context and the Treaty.
3. Assessment materials should reflect current human resource issues and trends, including organisational change.

Learning outcome one

Students will evaluate the interrelationship between human resource management, organisations and their environment.

Key elements:

- a) Development of human resource management.
- b) Human resource contribution to organisational strategy and performance:
 - planning process
 - strategic focus
 - measurement.

Learning outcome two

Students will develop job documentation for organisational and employment purposes in a given situation.

Key elements:

- a) Job data collection.
- b) Job profile documentation:
 - job description
 - person specification.

Learning outcome three

Students will evaluate and select recruitment and selection options for a given situation.

Key elements:

- a) Methods of recruitment.
- b) Selection criteria for shortlisting.
- c) Selection methods and tests.
- d) Pre-employment checks.

Learning outcome four

Students will understand the role of performance management and its contribution to organisational effectiveness, retention and motivation of employees.

Key elements:

- a) Process:
 - performance planning
 - performance monitoring
 - performance development
 - performance evaluation
 - succession planning.
- b) Progressive warning system:
 - procedural fairness and substantive justification.

Learning outcome five

Students will apply principles of workplace learning to develop a training programme to meet individual and organisational needs.

Key elements:

- a) Training programme:
 - induction
 - on and off job training.

Learning outcome six

Students will understand how to develop equitable reward structures from a given set of data and develop a base pay structure.

Key elements:

- a) Job evaluation techniques.
- b) Equity of rewards:
 - base pay
 - variable and performance-based pay and rewards
 - benefits
 - allowances including market allowances.
- c) Base pay structure:
 - grades
 - bands
 - mid-points
 - progression policies.

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) Hazard identification and notification.
- c) Accident reporting and investigation.
- d) Induction and training.

Status information and last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|------------|---------|---------------|--------------------------|
| Introduced | 1 | 2006 | 31 December 2013 |
| Review | 2 | December 2011 | N/A |
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