

Human Resource Management



Effective workforce management

The effective management of an organisation's human resources is now recognised as a critical component in the success of public and private enterprises. Irrespective of size, the presence of well-trained and highly-motivated staff, will enable organisations to meet the fresh challenges that come from the rapidly changing business environment. The recognition of the importance of human resource management has led to a demand for trained and qualified HR professionals and to the development of a career structure rising to the highest levels of the organisation. Currently, demand for trained and qualified HR professionals is outstripping supply.

The Association of Business Executives has developed a programme in Human Resource Management, leading to awards at Certificate, Diploma and Advanced Diploma levels. The programme introduces students to the academic disciplines that underlie the effective management of the human resource, and proceeds to explore the theory, practice and strategy of human resource management .

Students who complete the ABE programme will find their HRM skills and their own personal marketability within the organisation enhanced, as well as their preparation for further courses of study and university degrees.

Human Resource Management (HRM)



Certificate

Compulsory units

- Introduction to Business
- Introduction to Business Communication
- Managing People
- Personnel Administration

The Certificate gives you a solid basis in personnel administration. Typical jobs for Certificate holders are working in a Personnel or HRM department.

Available part-time and full-time.

No previous qualifications are needed to enter the Certificate but entrants should be competent in English and mathematics up to GCSE level (NQF level 2).

Personal development

As your education with ABE progresses, you may discover new interests and after completing the HRM programme, decide to specialise in an additional programme, for example Business Management (BM). You will be credited with your passes in the HRM programme which are also common to the BM programme and you will simply enter for the remaining subjects in the BM programme in the next exams. Similarly, having completed the BM (or other) programme you can enter for the HRM programme. You will be transferred automatically to the new programme when you make the exam entry. Please remember that you must pass all the required subjects to complete a qualification. To enter for the HRM Advanced Diploma you must have already completed the HRM Diploma – the same rule applies to other programmes (please see the syllabus for conditions). However, completion of any ABE Certificate will qualify you to enter the HRM Diploma in any ABE programme.

Diploma

Part 1

Compulsory units

- Organisational Behaviour
- Human Resource Development
- Human Resource Management
- Economic Principles and their Application to Business

Part 2

Compulsory units

- Personnel Information Systems
- People Planning and Resourcing
- Employment Relations
- Human Resource Management in Action

Plus one from

- Quantitative Methods for Business and Management
- Principles of Business Law

The Diploma allows you to broaden your knowledge and start to specialise. An ideal level if you are already in the HR sector and are seeking progression. Typical jobs for Diploma holders include Asst Personnel Manager and Asst HR Manager. Diploma holders can also get exemptions from units of many Bachelors degree programmes.

Available part-time and full-time.

To enter the Diploma you must have completed the ABE Certificate (in any programme) or have two GCE A-Levels and four GCSEs at Grade C or above, or possess a BTEC National award or equivalent NQF level 3 qualification. Students with at least two years' work experience can also apply, even without any of the above qualifications.

Business Administration examination passes achieved before December 2007 remain valid and will be granted automatic credit transfers (no application needed) for common units on the HRM programme,

Advanced Diploma

Compulsory units

- Corporate Strategy and Planning
- Managing in Organisations
- Strategic Human Resource Management for Business Organisation
- Managing Organisational Change and Development
- Performance Management and Reward

The Advanced Diploma focuses on strategic areas of HRM. Typical jobs for Advanced Diploma holders include Personnel Manager and HR Manager. Advanced Diploma holders can also fast-track to the final year of many Bachelors degree programmes.

Available part-time and full-time.

To enter the Advanced Diploma you must have completed the ABE HRM Diploma, or possess a first degree, or a BTEC HND or equivalent NQF level 5 qualification.

Fees The fees for this programme are the same as other ABE streams. For more information on all our fees please visit www.abeuk.com/registration

Tuition support You will find the syllabus for this programme on the ABE website. Lecture guides and specimen questions and answers will be available for all units. You can find these in the Qualifications section of the ABE website. For more information on all ABE programmes, visit www.abeuk.com

The Association of Business Executives

5th Floor CI Tower St Georges Square New Malden Surrey KT3 4TT UK
t +44 (0)20 8329 2930 f +44 (0)20 8329 2945
e info@abeuk.com www.abeuk.com



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