

**Summary Information**

<b>Module Code</b>	4705ORYXHR
<b>Formal Module Title</b>	HR Practitioner Skills
<b>Owning School</b>	Business and Management
<b>Career</b>	Undergraduate
<b>Credits</b>	20
<b>Academic level</b>	FHEQ Level 4
<b>Grading Schema</b>	40

**Module Contacts**

**Module Leader**

<b>Contact Name</b>	<b>Applies to all offerings</b>	<b>Offerings</b>
Oliver Kayas	Yes	N/A

**Module Team Member**

<b>Contact Name</b>	<b>Applies to all offerings</b>	<b>Offerings</b>
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**Partner Module Team**

<b>Contact Name</b>	<b>Applies to all offerings</b>	<b>Offerings</b>
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**Teaching Responsibility**

<b>LJMU Schools involved in Delivery</b>
Business and Management

## Partner Teaching Institution

Institution Name
Oryx Universal College WLL

## Learning Methods

Learning Method Type	Hours
Workshop	44

## Module Offering(s)

Offering Code	Location	Start Month	Duration
APR-PAR	PAR	April	12 Weeks
JAN-PAR	PAR	January	12 Weeks
SEP-PAR	PAR	September	12 Weeks

## Aims and Outcomes

<b>Aims</b>	<p>To develop key skills and behaviours areas in HR practitioners to enhance employability and give a more practical toolkit to support theoretical perspectives.</p> <p>Learning Outcomes: After completing the module the student should be able to:</p> <ol style="list-style-type: none"><li>1Manage themselves and relationships at work in ways consistent with professional codes of practice.</li><li>2Understand how to conduct interviews and meetings in respect of: Job appointments; Performance Review; Employee engagement, Discipline and Grievance.</li><li>3Review own performance in respect of best practice examples.</li></ol>
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## Learning Outcomes

After completing the module the student should be able to:

Code	Description
MLO1	Manage themselves and relationships at work in ways consistent with professional codes of practice.
MLO2	Conduct interviews and meetings in respect of: Job appointments; Performance Review; Employee engagement, Discipline and Grievance.
MLO3	Review own performance in respect of best practice examples.
MLO4	Identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others

## Module Content

### Outline Syllabus

Outline Syllabus:

1. Skills for People management
2. Professional practice and code of conduct
3. HR roles in the world – HR delivery
4. Relationship with line managers and supervisors
5. Selection process
6. Selection interviewing
7. Employee engagement
8. Measuring performance
9. Training needs analysis & Measuring training input
10. Disciplinary interviewing & Grievance resolution

### Module Overview

Students will also work with materials published by CIPD and practice skill areas associated with the professional behaviours at Intermediate standard

### Additional Information

### Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Learning Outcome Mapping
Portfolio	LSkPort	90	0	MLO1, MLO2, MLO3, MLO4
Future Focus e-learning task	Self Aware	10	0	MLO4