Programme Specification for PG Cert/PG Dip/MA Human Resource Management



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| **1. Programme title** | MA Human Resource Management |
| **2. Awarding institution** | Middlesex University |
| **3. Teaching institution** | Middlesex University |
| **4. Programme accredited by** | Chartered Institute of Personnel and Development (CIPD) |
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| **5. Final qualification** | PG Cert Human Resource Management  PG Dip/MA Human Resource Management  (with pathways in)  Human Resource Development  Employment Law  Employment Relations |
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| **6. Academic year** | 2012- 2013 |
| **7. Language of study** | English |
| **8. Mode of study** | Full Time/Part-Time/Block |
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| **9. Criteria for admission to the programme** | |
| An honours degree (1st or 2nd class), or equivalent, in any discipline from a British university or a recognised overseas equivalent. Alternatively students with relevant experience can be admitted if supplemented by the successful completion of an Advanced Diploma in Personal and Professional Development or equivalent.  Students entering the part-time mode will normally be expected to be working in human resources/personnel/training or be a line manager with significant people management responsibility.  Students whose first language is not English will need to demonstrate English Language proficiency in addition to the other entry requirement. A minimum score of 6.5 in IELTS or a TOEFL score of 575 for the written test or 230 for the computer test, or a recognised equivalent qualification must be obtained. | |

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| **10. Aims of the programme** | | | |
| The programme aims to:   * Equip its graduates with the knowledge, skills and competence to a level where they can make a professional and strategic contribution to an organisation’s management of its human resources. * Provide core business subjects relevant to human resource management * Develop a practical understanding of, and relevant skills in, functional human resource management areas. * Explore key strategic human resource issues facing contemporary organisations. | | | |
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| **11. Programme outcomes** | | | |
| **A. Knowledge and understanding**  A1 The core business areas and their relationship to human resource management  A2 The context of the management of people in an organisation  A3 The theory, policy and practice of human resource management  A4 Human resource management concepts, models, and ideas matched directly to CIPD professional standards  A5 Concepts, models and ideas from academic and professional literature in specialist subject area within HRM (\*for pathways the specific sub specialisms are HRD, employment law and employment relations as appropriate) | | **Teaching/learning methods**  Students learn cognitive skills through workshops sessions, practical exercises, conducting research both as a part of the module outcomes and the coursework.  **Assessment Methods**  Students’ knowledge and understanding is assessed by group and individual coursework and unseen examinations and in reflective skills are developed through the maintaining of a record of learning and development throughout the programme. | |
| **B. Cognitive (thinking) skills**  B1 Demonstrate the stages of the critical thinking process  B2 Use a variety of methods to analyse business and human resource situations in the workplace  B3 Apply the research process to a business issue from an HRM perspective | | **Teaching/learning methods**  Students learn cognitive skills through workshops sessions, practical exercises, conducting research both as a part of the module outcomes and the coursework.  **Assessment Method**  Students’ knowledge and understanding is assessed by group and individual coursework and unseen examinations and in reflective skills are developed through the use of a record of learning and development throughout the programme. | |
| **C. Practical skills**  C1 Demonstrate development of specific professional skills in human resource management for application in the workplace.  C2 Demonstrate personal and managerial effectiveness skills to provide a springboard for subsequent personal and professional development  C3 Demonstrate the development of research skills  C4 Demonstrate writing skills | | **Teaching/learning methods**  Students learn professional, personal and practical skills through a series of developmental workshops which form part of the core modules. For full-time students, exposure to real organisations will be provided with opportunities for reflection while part-time students will reflect on their learning in their workplace experience. Methods will include visits, consultancy assignments, role-play, syndicate exercises, live interviewing practice, and research methods sessions and the use of a record of learning and development throughout the programme  **Assessment**  Students’ professional practical and personal skills are assessed by group and individual coursework and reports, the preparation of a record of learning and development, and a dissertation. | |
| **D. Graduate skills**  D1 Work effectively as a member of a group  D2 Communicate and present an argument both in writing and orally  D3 Manage time effectively  D4 Take responsibility for own learning  D5 Use learning resources effectively  D6 Demonstrate critical self-reflection  D7 Demonstrate effective use of ICT  D8 Undertake continuous professional development | | **Teaching/learning methods**  Students learn key transferable skills throughout the teaching and learning programme.  **Assessment**  Students’ key transferable skills are assessed by group and individual coursework and reports, oral presentations, examinations, feedback on seminar and workshop sessions and the use of a record of learning and development throughout the programme. | |
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| **12. Programme structure (levels, modules, credits and progression requirements)** | | | |
| **12. 1 Overall structure of the programme** | | | |
| All variations of the programme are studied one year full time or two years part time. Full-time PG Dip students study four modules in the year and full-time MA students study five. Part time PGDip students study two modules in each year while part-time MA students study two modules in the first year and three in the second year. PG Cert students study only two modules over either one or two years.  There are two core modules at MA level, these being Strategic Human Resource Management (HRM4011), and Research and Professional Practice in HRM, (HRM4030)*.* As well as these, students study three further option modules and complete a Dissertation as part of HRM4030.  For the Post Graduate Diploma in HRM, students study two core modules Strategic Human Resource Management (HRM4011) and Research and Professional Practice in HRM (HRM4025) as well as these, students study one further option module and complete an Applied Management Research Report as part of HRM4025.  For the Post Graduate Certificate in HRM, students must study one core module Strategic Human Resource Management (HRM4011) and one CIPD linked option module.  At the end of the taught component of the programme, full-time students will complete the management research report/dissertation based on an agreed organisation. For part time students their own workplace provides the opportunity to research leading to the management report/dissertation.  Applicants who have previously gained the award of a Postgraduate Diploma in Human Resource Management or achieved Graduate Membership of the CIPD, are able to top-up their studies to Master’s level by completing a Dissertation and one taught module.  The programme is divided into study units called modules and each module has a credit value of 30 credits. The Dissertation has a credit value of 60 credits. Each module has an identification code, which is a combination of letters and digits. The first three letters of the code indicate the subject area and the first digit of the module number indicates the level of the module e.g. HRM4011 indicates Human Resource Management at level 4 (level 7 on the Qualification Framework). A summary outline for each module, known as a Module Narrative is provided at the end of the Programme Handbook.  The academic provision of the University is based on credit accumulation. Students accumulate credit points by passing modules in order to gain the awards of the University. To gain a Postgraduate Certificate a student must gain 60 credits at level 4, for a CIPD accredited Postgraduate Diploma 120 credits and for a CIPD accredited MA degree a student must gain 180 credit points at level 4. | | | |
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| **12.2 Levels and modules**  **Starting in academic year 2010/11 the University is changing the way it references modules to state the level of study in which these are delivered. This is to comply with the national Framework for Higher Education Qualifications. This implementation will be a gradual process whilst records are updated. Therefore the old coding is bracketed below.** | | | |
| **Level 7 (4)** | | | |
| **MA HRM** | | | |
| COMPULSORY | OPTIONAL | | PROGRESSION REQUIREMENTS |
| Students must take both of the following:  HRM4011 Strategic HRM (30 credits)  HRM4030 Research and Professional Practice in HRM (60 credits) | Students must also choose at least 3 from the following: (including at least one with \*)  \*HRM4035 Employment Relations and the Law (30 credits)  \*HRM4040 Total Reward (30 credits)  \* HRM4045 Employee Relations and Engagement (30 credits)  \*HRM4050 Resourcing and Management Development (30 credits)  \*HRM4055 Individual Learning and Development (30 credits)  \*HRM4060 Learning and Management Development (30 credits)  \*HRM4065 Organisational Learning & Development (30 credits)  HRM4070 People Management for the Diverse Workforce (30 credits)  HRM4075 The Resilient Workplace (30 credits)  HRM4370 Globalisation and Work (30 credits)  LEX4045 Recruitment and Termination Law (30 credits)  LEX 4175 Discrimination and the Law (30 credits) | | Students must pass all five modules to gain accredited qualification. |

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| **MA HRM (HRD)** | | | |
| COMPULSORY | | | PROGRESSION REQUIREMENTS |
| Students must take all of the following:  HRM4011 Strategic HRM (30 credits)  HRM4055 Individual Learning and Development (30 credits)  HRM4060 Learning and Management Development (30 credits)  HRM4065 Organisational Learning and Development (30 credits)  HRM4030 Research and Professional Practice in HRM (60 credits) | | | Students must pass all five modules to gain accredited qualification. |
| **MA HRM (Employment Law)** | | | |
| COMPULSORY | | | PROGRESSION REQUIREMENTS |
| Students must take all of the following:  HRM4011 Strategic HRM (30 credits)  LEX4045 Recruitment and Termination Law (30 credits)  HRM4175 Discrimination and the Law (30 credits)  HRM4035 Employment Relations and the Law (30 credits)  HRM4030 Research and Professional Practice in HRM (60 credits) | | | Students must pass all five modules to gain accredited qualification. |
| **MA HRM (Employment Relations)** | | | |
| COMPULSORY | OPTIONAL | | PROGRESSION REQUIREMENTS |
| Students must take all of the following:  HRM4011 Strategic HRM (30 credits)  HRM4035 Employment Relations and the Law (30 credits)  HRM4370 Globalisation at Work  HRM4030 Research and Professional Practice in HRM (60 credits) | Students must also choose 1 from the following:  HRM4070 People Management for the Diverse Workforce (30 credits)  HRM4075 The Resilient Workplace (30 credits)  LEX4045 Recruitment and Termination Law (30 credits)  LEX4175 Discrimination and the Law | | Students must pass all five modules to gain accredited qualification. |
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| ***12.3 Non-compensatable modules (note statement in 12.2 regarding FHEQ levels)*** | | | |
| ***Module level*** | ***Module code*** | | |
| 7 (4) | In order to gain CIPD accredited status, compensation cannot be granted for any modules. Exceptionally students may be allowed one additional reassessment opportunity to fulfil the learning outcomes matched against the CIPD professional standards. | | |
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| **13. A curriculum map relating learning outcomes to modules** | | | |
| See Curriculum Map attached. | | | |
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| **14. Information about assessment regulations** | | | |
| University and School Assessment Regulations apply to this programme. There are no exceptions to the regulations. | | | |
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| **15. Placement opportunities, requirements and support (if applicable)** | | | |
| Employer engagement is essential for completion of the management report/dissertation element of the programme. Students may gain this through a range of approaches ranging from an internship through to access to an organisation in order to conduct an in-company HR investigation. Dedicated support is available for this. | | | |
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| **16. Future careers (if applicable)** | | | |
| This programme is specifically designed to (1) allow the graduating student to begin a career in the field of human resource management or (2) for a student already in an early stage career position in human resource management to develop their knowledge to progress their career further or (3) for the more experienced HR practitioner to further advance their career and enable them to apply to the CIPD for Chartered Member status. | | | |
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| **17. Particular support for learning (if applicable)** | | | |
| * Dedicated programme support team * English Language support * Learning Resources * Learner Development Unit * Personal and professional development sessions * Programme Handbook and Module Handbooks * Induction and orientation programme * Access to student counsellors * On-line learning environment on MyUnihub * Student e-mail and internet access * Visiting speakers | | | |
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| **18. JACS code (or other relevant coding system)** | | **N600** | |
| **19. Relevant QAA subject benchmark group(s)** | | QAA Master’s Degrees in Business and Management (2007) and Master’s Degree characteristics (2010) | |
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| **20. Reference points** | | | |
| Matched to CIPD Professional Standards, Chartered Management Institute and QAA Business and Management postgraduate benchmark standards | | | |
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| **21. Other information** | | | |
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Please note programme specifications provide a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve if s/he takes full advantage of the learning opportunities that are provided. More detailed information about the programme can be found in the student programme handbook and the University Regulations.