

**Programme Specification for**  
***BA (Hons) Human Resource Management***



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| <b>1. Programme title</b>  | BA (Hons) Human Resource Management                                  |
| <b>2. Awarding institution</b>   | Middlesex University   |
| <b>3. Teaching institution</b>   | Middlesex University   |
| <b>4. Details of accreditation by professional/statutory/regulatory body</b> | Chartered Institution of Personnel and Development                   |
| <b>5. Final qualification</b>  | BA (Honours)   |
| <b>6. Year of validation</b><br><b>Year of amendment</b>                     |  |
| <b>7. Language of study</b>  | English  |
| <b>8. Mode of study</b>  | Full-time/ Part-time/ Distance Learning/<br>Thick Sandwich Programme |

**9. Criteria for admission to the programme**

For Year 1 admission, Middlesex University general entry requirements apply, including GCSE's (grades A to C) in Mathematics and English language. Applicants whose first language is not English are required to achieve 6.0 in IELTS overall (with a minimum of 5.5 in each component) or an equivalent qualification recognised by Middlesex University.

For entry with advanced standing to Year 2 (or final year), candidates must have achieved both 120 credits at Level 1 (or 240 credits including 100 at Level 2) and must have successfully met the relevant learning outcome and syllabus requirements of the programme.

The equivalence of qualifications from outside the UK will be determined according to NARIC guidance.

## 10. Aims of the programme

The programme aims to:

- explore the factors contributing to business success, particularly the role of human resource management;
- place emphasis on the applications of models and techniques necessary to achieve superior performance in organisations;
- develop skills in analysis and planning;
- develop the ability to solve business and management problems;
- equip its graduates with the knowledge, skills and competence to a level where they can make a contribution to an organisation's management of its human resources;
- benchmark taught learning outcomes to external professional standards to enable successful students to claim membership of the Chartered Management Institute (CMI) and to have the knowledge required for Associate Membership of the Chartered Institute of Personnel and Development (CIPD).

## 11. Programme outcomes

### A. Knowledge and understanding

On completion of this programme the successful student will have knowledge and understanding of :

1. Stakeholders: their expectations and behaviour.
2. The environment of business and its impact on HR strategy.
3. Business process: planning. Improvement and control.
4. Organisations: their functions, structure and management.
5. A systematic understanding of the theory, policy and practice of human resource management.
6. The interrelationship between employer, managers, employees and workers in organisations.

### Teaching/learning methods

Students gain knowledge and understanding through:

- guided reading of textbooks, journals and course notes;
- on-line and in-class exercises;
- lectures, workshops and seminars.

### Assessment methods

Students' knowledge and understanding is assessed by:

- in-class and on-line objective tests, examinations and written assignments.

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| <p><b>B. Cognitive (thinking) skills</b></p> <p>On completion of this programme the successful student will be able to:</p> <ol style="list-style-type: none"> <li>1. Define, explain and evaluate a range of phenomena, concepts, models, theories, principles and practices.</li> <li>2. Apply concepts, models and theories to analyse situations.</li> <li>3. Identify, evaluate and construct arguments.</li> <li>4. Demonstrate self-awareness and sensitivity to others.</li> <li>5. Take and defend a decision or proposition on a given issue, considering commercial, ethical and other factors.</li> <li>6. Create and evaluate solutions to given problems.</li> </ol> | <p><b>Teaching/learning methods</b></p> <p>Students learn cognitive skills through:</p> <ul style="list-style-type: none"> <li>• individual and group exercises and case;</li> <li>• tutor-led seminars and class discussions;</li> <li>• feedback on assessments.</li> </ul> <p><b>Assessment methods</b></p> <p>Students' cognitive skills are assessed by:</p> <ul style="list-style-type: none"> <li>• essays, oral presentations and written examinations, sometimes based on case analysis.</li> </ul> |
| <p><b>C. Practical skills</b></p> <p>On completion of the programme the successful student will be able to:</p> <ol style="list-style-type: none"> <li>1. Locate, categorise, prioritise, and synthesise information necessary for business purposes.</li> <li>2. Interpret business reports and evaluate performance.</li> <li>3. Select and apply business monitoring and control techniques.</li> <li>4. Set objectives for business change and plan implementation.</li> <li>5. Identify and demonstrate interpersonal skills appropriate to a</li> </ol>  | <p><b>Teaching/learning methods</b></p> <p>Students learn practical skills through:</p> <ul style="list-style-type: none"> <li>• workshops;</li> <li>• simulations;</li> <li>• role-plays;</li> <li>• individual and group case analysis and problem solving.</li> </ul> <p><b>Assessment methods</b></p> <p>Students' practical skills are assessed by:</p> <ul style="list-style-type: none"> <li>• individual and group exercises;</li> <li>• individual assignments and examinations.</li> </ul>         |

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| given business situation.  |   |
| <p><b>D. Graduate skills</b></p> <p>On completion of this programme the successful student will be able to:</p> <ol style="list-style-type: none"> <li>1. Clarify career objectives &amp; develop plans to achieve them.</li> <li>2. Learn flexibly and effectively from diverse opportunities.</li> <li>3. Communicate persuasively using a range of media.</li> <li>4. Contribute positively to team performance.</li> <li>5. Use ICT to improve personal productivity.</li> <li>6. Collect, analyse and critically interpret numerical data.</li> </ol> | <p><b>Teaching/learning methods</b></p> <p>Students acquire graduate skills through:</p> <ul style="list-style-type: none"> <li>• participation in activities built into individual modules (e.g. group presentations);</li> <li>• individual forms of written and aural reflection;</li> <li>• use of ICT and numerical data.</li> </ul> <p><b>Assessment methods</b></p> <p>Students' graduate skills are assessed by:</p> <ul style="list-style-type: none"> <li>• participation in group activities;</li> <li>• individual reflection;</li> <li>• competence in IT and the interpretation of numerical data.</li> </ul> |

## 12. Programme structure (levels, modules, credits and progression requirements)

### 12. 1 Overall structure of the programme

The programme is studied over three years full-time, or four years if the option of a 12 month placement is taken. Students study four 30 credit modules per year.

The **first year** comprises of four compulsory modules - two dedicated exclusively to this programme and two shared with closely associated programmes. These modules are designed to bring all students to a standard level of academic competence to pursue further study in the subject.

In the **second year** students study three compulsory modules designed to expand knowledge of the behaviour of people in organisations, of human resource functions (resourcing, relations, reward, learning/development), environments and competences benchmarked to CIPD standards.

In the second year students are also able to undertake an option from a selected number of specialist modules. These include topics from specialist HRM subjects, other management disciplines, and work-based-learning options. At the end of the second year, students may opt to take a year's placement before returning to complete their final

year of study.

In the **final year** students will study three compulsory modules designed to advance skills and knowledge appropriate to graduate level. This will include the study of managerial leadership, managerial strategy and the further study of the key elements of the HR function learnt previously, but now set within critical-case scenarios.

Alongside the formal taught modules, students will also participate in a series of timetabled activities within an integrating 'professional development' module, aligned to one of the core exclusive modules in each year of study. This additional element is designed to develop students' integration of knowledge and skills taken from discrete taught modules and to apply them to key behaviours within the CIPD intermediate standards.

| <b>12.2 Levels and modules</b>   |          |   |
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| Level 4 (1)  |          |   |
| COMPULSORY   | OPTIONAL | PROGRESSION REQUIREMENTS                              |
| Students must take all of the following:<br><br><b>HRM1001</b><br><br><b>HRM1002</b><br><br><b>HRM1003</b><br><br><b>MSO1730</b> |          | Students must pass 90 credits to progress to Level 5. |
| Level 5 (2)  |          |   |
| COMPULSORY   | OPTIONAL | PROGRESSION REQUIREMENTS                              |

|   |   |  |
|---|---|--|
| Students must take all of the following:<br><b>HRM2000</b><br><b>HRM2002</b><br><b>HRM2006</b>  | Students must also choose <b>one</b> of the following:<br><b>HRM2011</b><br><b>LWO2120</b><br><b>MGT2220</b><br><b>MKT2242</b>            | Students must pass 180 credits to progress to Level 6. |
| Placement Opportunities   |   |  |
| <b>MBS3331/ MBS3332</b> Optional Work Placement <i>120 Credits</i><br>or<br><b>MBS2333</b> (Developing Employability through work Placement) in the summer of Level 4 and <b>MBS3431 &amp; MBS3432</b> (Work Placement Project) in the summer of Level 5. |   |  |
| Level 6 (3)   |   |  |
| COMPULSORY  | OPTIONAL  | PROGRESSION REQUIREMENTS                               |
| Students must take all of the following:<br><b>HRM3006</b><br><b>HRM3011</b><br><b>HRM3008</b>  | Students must also choose one of the following:<br><b>HRM3007</b><br><b>HRM3013</b><br><b>HRM3120</b><br><b>MBS3001</b><br><b>MGT3999</b> |  |

### 12.3 Non-compensatable modules (note statement in 12.2 regarding FHEQ levels)

| Module level | Module code |
|--------------|-------------|
|--------------|-------------|

Students are allowed compensation according to University Regulations. However, to qualify for the CIPD knowledge element for future Associate Membership, students must pass (without compensation) the following modules:

HRM2000, HRM2002, HRM2006, HRM3006, HRM3008, HRM3011

### **13. Curriculum map**

See attached.

### **14. Information about assessment regulations**

Middlesex University and Business School Assessment Regulations apply to this programme, without exception.

### **15. Placement opportunities, requirements and support (if applicable)**

A 12 month placement is offered at the end of Year 2. A dedicated Employability Advisor helps in the search for an appropriate employer and provides students with appropriate Placement. It also provides students with appropriate guidance and support in preparation for during and after placement.

The placement forms the basis for an assessed report based on the organisation. At the start of the placement students are allocated an individual supervisor from Middlesex University Business School who provides support and advice for the duration of the project. All placement reports are double marked.

Alternatively, students may opt to take two shorter placements between Years 1 and 2 and between Years 2 and 3.

### **16. Future careers (if applicable)**

The University provides a Careers Service, and this programme includes scheduled career planning sessions. This programme provides an ideal academic background for students wishing to pursue a career in general business management and of particular benefit for those wishing to pursue careers in the human resource function. It is equally suited to both private and public sector management; to large and small business. The programme is also well suited to further study; being appropriate for masters level in general business and management but also to CIPD professionally accredited masters study in human resource management.

### **17. Particular support for learning (if applicable)**

- English Language Support and Numeracy support offered by the Learning Enhancement Team
- Library-based learning resources
- Student Achievement Advisors
- Programme Handbook and Module Handbooks
- Induction and orientation programme
- Access to student counsellors
- Student e-mail and UniHub
- Module information and learning/support material on MyUniHub
- Guest lectures
- Tutor support through published office hours
- Disability support to ensure all students can actively participate in university life.

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| <b>18. JACS code (or other relevant coding system)</b> | N120                            |
| <b>19. Relevant QAA subject benchmark group(s)</b>     | General Business and Management |

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| <b>20. Reference points</b>   |
| <ul style="list-style-type: none"> <li>• CIPD Level 5 Intermediate Standards</li> <li>• QAA Guidelines for programme specifications</li> <li>• QAA Qualifications Framework</li> <li>• Middlesex University Regulations</li> <li>• Middlesex University Learning Framework – Programme Design Guidance, 2012</li> </ul> |

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| <b>21. Other information</b> |
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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 rest of your programme handbook and the university regulations.



## Appendix 2: Curriculum Map

### Curriculum map for BA Human Resource Management

This section shows the highest level at which programme outcomes are to be achieved by all graduates, and maps programme learning outcomes against the modules in which they are assessed.

#### Programme learning outcomes

| Knowledge and understanding |  | Practical skills |   |
|-----------------------------|--|------------------|---|
| A1                          | Stakeholders: their expectations and behaviour.  | C1               | Locate, categorise, prioritise, and synthesise information necessary for business purposes. |
| A2                          | The environment of business and its impact on HR strategy.   | C2               | Interpret business reports and evaluate performance.  |
| A3                          | Design, production and distribution of products and services.  | C3               | Select and apply business monitoring and control techniques.                                |
| A4                          | Organisations: their functions, structure and management.  | C4               | Set objectives for business change and plan implementation.                                 |
| A5                          | A systematic understanding of the theory, policy and practice of human resource management.                    | C5               | Identify and demonstrate interpersonal skills appropriate to a given business situation.    |
| A6                          | The interrelationship between employer, managers, employees and workers in organisations.                      |                  |   |
| Cognitive skills            |  | Graduate Skills  |   |
| B1                          | Define, explain and evaluate a range of phenomena, concepts, models, theories, principles and practices.       | D1               | Clarify career objectives & develop plans to achieve them.                                  |
| B2                          | Apply concepts, models and theories to analyse situations.   | D2               | Learn flexibly and effectively from diverse opportunities.                                  |
| B3                          | Identify, evaluate and construct arguments.  | D3               | Communicate persuasively using a range of media.  |
| B4                          | Demonstrate self-awareness and sensitivity to others.  | D4               | Contribute positively to team performance.  |
| B5                          | Take and defend a decision or proposition on a given issue, considering commercial, ethical and other factors. | D5               | Use ICT to improve personal productivity.   |

