

Programme Specification and Curriculum Map for PG Cert/PG Dip/MA in 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) |
| 5. Final qualification | PG Cert Human Resource Management PG Dip/MA Human Resource Management |
| 6. Academic year | 2014-15 |
| 7. Language of study | English |
| 8. Mode of study | Full Time / Part Time / Block |

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 Personnel 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.

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.

11. Programme outcomes

A. Knowledge and understanding

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

1. The core business areas and their relationship to human resource management;
2. The context of the management of people in an organisation;
3. The theory, policy and practice of human resource management;
4. Human resource management concepts, models, and ideas matched directly to CIPD professional standards;
5. 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 gain knowledge and understanding through a combination of lectures, directed reading, coursework, case studies, visiting speakers and group work. At Diploma level, this is supplemented with the Management Report. At MA level this is supplemented with the dissertation.

Assessment Methods

Students' knowledge and understanding is assessed by group and individual coursework and unseen examination. At Diploma level, this is supplemented with the Management Report. At MA level this is supplemented with the dissertation and the use of a record of learning and development throughout the programme

B. Cognitive (thinking) skills

On completion of this programme the successful student will be able to:

1. Demonstrate the stages of the critical thinking process;
2. Use a variety of methods to analyse business and human resource situations in the workplace;
3. 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 Methods

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

On completion of this programme the successful student will be able to:

1. Demonstrate development of specific professional skills in human resource management for application in the workplace;
2. Demonstrate personal and managerial effectiveness skills to provide a springboard for subsequent personal and professional development;
3. Demonstrate the development of research skills;
4. 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 Methods

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

On completion of this programme the successful student will be able to:

1. Work effectively as a member of a group;
2. Communicate and present an argument both in writing and orally;
3. Manage time effectively;
4. Take responsibility for own learning;
5. Use learning resources effectively;
6. Demonstrate critical self-reflection;
7. Demonstrate effective use of ICT;
8. Undertake continuous professional development.

Teaching/learning methods

Students learn key transferable skills throughout the teaching and learning programme.

Assessment method

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.

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.

The first 12 weeks require you to complete Developing Academic and Professional Skills in HR (LWO3001) and Foundations of strategic thinking in HR (LWO3002).

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.

| 12.2 Levels and modules. | | |
|--|----------|--|
| Level 6 | | |
| COMPULSORY | OPTIONAL | PROGRESSION REQUIREMENTS |
| LWO3001 – Developing Academic and Professional Skills in HR LWO3002 - Foundations of strategic thinking in HR | NA | Student must pass these 2 modules to progress level 7. |

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| Level 7 | | |
| MA HRM | | |
| COMPULSORY | OPTIONAL | PROGRESSION REQUIREMENTS |
| <p>Students must both of the following:</p> <p>HRM4011 – Strategic HRM (30 credits)</p> <p>HRM4030 – Research and Professional Practice in HRM (60credits)</p> <p>HRM4040,4045,4050</p> | NA | <p>Students must pass all five modules to gain accredited qualification.</p> |

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| 12.3 Non-compensatable modules (note statement in 12.2 regarding FHEQ levels) | |
| Module level | Module code |
| 7 | <p>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.</p> |

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| 13. A curriculum map relating learning outcomes to modules |
| See Curriculum Map 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)

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.

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.

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

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)

20. Reference points

Matched to CIPD Professional Standards, Chartered Management
Institute and QAA Business and Management postgraduate
benchmark standards

21. Other information

None

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.

Curriculum map for PG Cert/PG Dip/MA in 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 | | Cognitive skills | |
|-----------------------------|---|------------------|---|
| A1 | The core business areas and their relationship to human resource management | B1 | Demonstrate the stages of the critical thinking process |
| A2 | The context of the management of people in an organisation | B2 | Use a variety of methods to analyse business and human resource situations in the workplace |
| A3 | The theory, policy and practice of human resource management | B3 | Apply the research process to a business issue from an HRM perspective |
| A4 | Human resource management concepts, models and ideas matched directly to CIPD professional standards | | |
| A5 | Concepts, models and ideas from academic & professional literature in specialist subject area within HRM (*for pathways the specific sub specialisms are HRD, employment law and Employment relations as appropriate) | | |
| Practical skills | | Graduate Skills | |
| C1 | Demonstrate development of specific professional skills in human resource management for application in the workplace. | D1 | Work effectively as a member of a group |
| C2 | Demonstrate personal and managerial effectiveness skills to provide a springboard for subsequent personal and professional development | D2 | Communicate and present an argument both in writing and orally |
| C3 | Demonstrate the development of research skills | D3 | Manage time effectively |
| C4 | Demonstrate writing skills | D4 | Take responsibility for own learning |
| | | D5 | Use the learning resources effectively |
| | | D6 | Demonstrate critical self-reflection |
| | | D7 | Demonstrate effective use of ICT |
| | | D8 | Undertake continuous professional development |

| Programme outcomes | | | | | | | | | | | | | | | | | | | |
|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| A1 | A2 | A3 | A4 | A5 | B1 | B2 | B3 | C1 | C2 | C3 | C4 | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 |
| Highest level achieved by all graduates | | | | | | | | | | | | | | | | | | | |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |

Curriculum map for PG Cert 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.

| Module Title | Module Code | Programme outcomes | | | | | | | | | | | | | | | | | | | |
|---|-------------|--------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | | A1 | A2 | A3 | A4 | A5 | B1 | B2 | B3 | C1 | C2 | C3 | C4 | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 |
| Developing Academic and Professional Skills in HR | LWO3001 | | | | | | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Foundations of strategic thinking in HR | LWO3002 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Strategic Human Resource Management | HRM4011 | ✓ | ✓ | ✓ | ✓ | | | ✓ | | | | ✓ | ✓ | ✓ | | ✓ | | | ✓ | ✓ | ✓ |
| Total Reward | HRM4040 | ✓ | ✓ | ✓ | ✓ | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Employee Relations and Engagement | HRM4045 | ✓ | ✓ | ✓ | ✓ | | | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Resourcing and Management Development | HRM4050 | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | |

Curriculum map for MA 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.

| Module Title | Module Code | Programme outcomes | | | | | | | | | | | | | | | | | | | |
|---|-------------|--------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | | A1 | A2 | A3 | A4 | A5 | B1 | B2 | B3 | C1 | C2 | C3 | C4 | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 |
| Developing Academic and Professional Skills in HR | LWO3001 | | | | | | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Foundations of strategic thinking in HR | LWO3002 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Strategic Human Resource Management | HRM4011 | ✓ | ✓ | ✓ | ✓ | | | ✓ | | | | | ✓ | ✓ | ✓ | | ✓ | | | ✓ | ✓ |
| Research and Professional Practice in HRM (with Applied Dissertation) | HRM4030 | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Total Reward | HRM4040 | ✓ | ✓ | ✓ | ✓ | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Employee Relations and Engagement | HRM4045 | ✓ | ✓ | ✓ | ✓ | | | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Resourcing and Management Development | HRM4050 | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | |