

## HUMAN RESOURCES MANAGEMENT



**Human Resource Management is the organizational function that deals with issues with issues that deals with issues related to people as key resources for organizational success!**

Human Resource Management (HRM) is the function within an organization that focuses on recruitment of, management of, and providing direction for the people who work in the organization. Human Resource Management can also be performed by line managers.



Human Resource Management is the organizational function that deals with issues related to people such as compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training.

The Human Resources (HR) function provides significant support and advice to line management. The attraction, preservation and development of high caliber people are a source of competitive advantage for our business, and are the responsibility of HR.

The last three decades saw, the changes in the competitive environment brought about by growing competition, which resulted in availability of wide choice for customers and that in turn, gave a new dimension to marketplace – customers' preference, which in effect drives companies to continuously innovate and provide the kind of value to customer that competition cannot match.

With this shift in business dynamics, the realization dawned on companies that people and their knowledge is the only source of sustainable competitive advantage, as other resources related to materials, equipment, technology, finances etc. have proved short lived in the absence of human capital capable of deploying these resources effectively and efficiently. Companies now bank on people's domain knowledge combined with their awareness of markets (customers' expectations & competitors' moves in particular) for developing innovative new products & services and thus creating enhanced value proposition for customers.



This marked change in attitude of managements saw the emergence of concept of Human Resource Management which characterizes implementation of personnel policies to maximize objectives of organizational integrity, employee commitment, flexibility and quality (Guest, 1987).

The CTPD Centre for Professional Courses offer tuition for Human Resources Management courses which are assessed by internationally recognized examinations bodies.

**The Institute of Chartered Secretaries and Administrators – ICSA**

[www.icsainternational.com](http://www.icsainternational.com)



The ICSA is the world's leading authority on corporate governance. It is an internationally recognized qualification, with members being sought after in every area of industry and commerce. The Institute of Chartered Secretaries and Administrators (ICSA) is the professional body offering qualifications for those working in legal, financial and senior administrative roles. The Institute has members and students in over 70 countries.

ICSA is recognized throughout the world for the excellence, relevance and scope of its International Qualifying Scheme. The ICSA International Qualifying Scheme is unique in offering broad-based professional training in corporate governance, law, finance, administration, company secretary and management. No other professional body in the business area offers the breadth of knowledge which the ICSA's qualification provides. Passing the rigorous examinations of the ICSA International Qualifying Scheme, and satisfying work experience and membership requirements, will enable you to become a Chartered Secretary, a member of ICSA and to use the designatory letters ACIS (Associate) and ultimately FCIS (Fellow) after your name.

**Core Modules**



<b>ICSA Certificate in Business Practice</b>	<ul style="list-style-type: none"> <li>• Business Environment</li> <li>• Business Communications</li> <li>• Business Management</li> <li>• Accounting for Business</li> </ul>
<b>ICSA Diploma in Business Practice</b>	<ul style="list-style-type: none"> <li>• Business Law Practice</li> <li>• Marketing</li> <li>• Business Strategy and Planning</li> <li>• Business Finance</li> </ul>
<b>Professional Programme Part 1</b>	<ul style="list-style-type: none"> <li>• Corporate Law</li> <li>• Financial Accounting</li> <li>• Management Accounting</li> <li>• Strategic and Operators Management</li> </ul>
<b>Professional Programme Part 2</b>	<ul style="list-style-type: none"> <li>• Corporate Governance</li> <li>• Corporate Administration</li> <li>• Corporate Secretary</li> <li>• Corporate Finance Management</li> </ul>

Entry Requirements	Grade 12 or LCCIEB level 3 and over 18 years, maturity entry with work experience
Assessment	ICSA International conducts paper based exams at its accredited centres
Start Dates	February and July each year
Study Mode	Part-time (evening) and Distance. Full time to start in January 2010
Duration & Hours	About 2- 3 years ICSA Certificate in Business Practice level
Progression	ICSA Diploma in Business Practice level
	Professional Programme Part 1
	Professional Programme Part 2

1st Degree in Business Administration and Management  
 BSC in Business Administration and Management  
 Member of ICSA and to become Chartered Corporate Manager or Chartered Corporate Secretary;  
 Equivalent to and/or above MA/MBA Degree in Accounting

## The Chartered Institute of Personnel Development – CIPD

[www.cipd.co.uk](http://www.cipd.co.uk)



### CIPD qualifications

The **Chartered Institute of Personnel and Development** (CIPD) is the leading professional body for those involved in the field of [personnel](#), [training](#) and [development](#). Membership of the CIPD is highly respected and widely accepted by employers as a requirement of practice. If you are starting out your career in HR or L&D or looking for the next step up the career ladder, the CIPD now offers a range of introductory and foundation level qualifications guaranteed to give you a great head start. And as the learning arm of the CIPD you can be confident that our Certificate programmes are the very best - firmly based on the latest thinking and best practice. If you are just embarking on or looking to enhance your career in HR/Personnel we have a number of professional qualifications for you to choose from: *CIPD Professional qualifications*.

CIPD qualifications are internationally recognized as a benchmark for professionalism and are a requirement for many HR and learning and development roles. Our qualifications are designed to help you develop the skills and knowledge you need to advance your professional career.

## Certificate in Personnel Practice (CPP)

### What is the Certificate in Personnel Practice (CPP)?

The CPP is designed to introduce you to a wide range of practical skills required by today's HR officers, secretarial/personnel assistants, line managers and clerical staff. It's set as a level three qualification and is based on the CIPD's support-level Professional Standards.

### Who's eligible for CPP?

This qualification is for personnel assistants, administrators and HR officers who support key aspects of the HR function within their organisation. It's also a valuable qualification for line managers, supervisors and team leaders who want to gain a recognised qualification.

### What does the CPP cover? The CPP is composed of four mandatory modules:

Entry Requirements

- Human resource plans and organisational context
- Recruitment and selection
- Training and development
- Performance management and employee relations.

### How's it assessed?

Grade 12 or LCCIEB level 3 and over 18 years, maturity entry with work experience

This is an assessment-based qualification that requires you to complete:

Four work-based or work-related assignments (one for each module) – two written (1,500–2,000 words) and two skills-based

A work-based project (3,000–3,500 words)

A continuing professional development (CPD) record and plan.

Once you've completed this qualification you'll be able to:

### What will I gain?

Demonstrate a wide range of practical skills used within the personnel function

Show awareness of the key issues that impact on the personnel function

Understand the wider context of the personnel function.

Successful completion leads to Associate membership of the CIPD.

### Start Dates

February and July each year

### Study Mode

Part-time (evening) and Distance. Full time to start in January 2010

### Duration & Hours

A total of 240 study hours are required to successfully complete the CPP, of which 120 hours should be private study. On average it takes nine months to complete.

## Certificate in Training Practice (CTP)

<b>What is the Certificate in Training Practice (CTP)?</b>	<p>The Certificate in Training Practice (CTP) will provide you with your first step towards a successful career in training. It's a level three qualification that's based on the CIPD's support-level standards.</p>
Who's eligible for CTP?	<p>This qualification is for training administrators, officers and advisers who want to build and develop a career in training and development. It's also valuable for line managers, consultants and independent trainers who want to gain a recognised qualification.</p> <ul style="list-style-type: none"> <li>▪ Training in context</li> </ul>
<b>What does the CTP cover?</b> The CTP is composed of four mandatory modules:	<ul style="list-style-type: none"> <li>▪ Identifying and prioritizing learning needs</li> <li>▪ Designing training and assessment</li> <li>▪ Delivering and evaluating training.</li> </ul>
Entry Requirements	Grade 12 or LCCIEB level 3 and over 18 years, maturity entry with work experience
<b>How's it assessed?</b>	<p>This is an assessment-based qualification that requires you to complete:</p> <ul style="list-style-type: none"> <li>▪ Four work-based or work-related assignments (one for each module) – two written (1,500–2,000 words) and two skills-based</li> <li>▪ A work-based project (3,000–3,500 words)</li> <li>▪ A continuing professional development (CPD) record and plan.</li> </ul> <p>Once you've completed this qualification you'll be able to:</p>
<b>What will I gain?</b>	<ul style="list-style-type: none"> <li>▪ Recognize the key issues that impact on the planning and delivery of training Programmes, Identify and prioritize learning needs to design and deliver effective training and assessment programmes and Effectively evaluate training within your organization.</li> </ul> <p>Successful completion leads to Associate membership of the CIPD.</p>
Start Dates	February and July each year
Study Mode	Part-time (evening) and Distance. Full time to start in January 2010
Duration & Hours	A total of 240 study hours are required to successfully complete the CPP, of which 120 hours should be private study. On average it takes nine months to complete.

## Certificate in Recruitment and Selection (CRS)

<b>What is the Certificate in Personnel Practice (CRS)?</b>	Our Certificate in Recruitment and Selection (CRS) provides practical and authoritative guidance on best practice. It's a level three qualification that's based on the CIPD's support-level Professional Standards.
Who's eligible for CRS?	This qualification is for HR officers, recruitment consultants and line managers who have responsibility for recruitment and selection within their organization.
<b>What does the CPP cover?</b> The CPP is composed of four mandatory modules: Entry Requirements	<ul style="list-style-type: none"> <li>▪ The context of recruitment and selection, and the application of information systems</li> <li>▪ The recruitment process</li> <li>▪ The selection process</li> <li>▪ The legal, ethical and professional issues of recruitment and selection.</li> </ul> <p>Grade 12 or LCCIEB level 3 and over 18 years, maturity entry with work experience</p>
<b>How's it assessed?</b>	<p>This is an assessment-based qualification that requires you to complete:</p> <ul style="list-style-type: none"> <li>▪ Four work-based or work-related assignments (one for each module) – two written (1,500–2,000 words) and two skills-based</li> <li>▪ A work-based project (3,000–3,500 words)</li> <li>▪ A continuing professional development (CPD) record and plan.</li> </ul> <p>Once you've completed this qualification you'll be able to:</p> <ul style="list-style-type: none"> <li>▪ Demonstrate a wide range of competencies and skills needed for a successful career in recruitment and selection</li> <li>▪ Understand the key principles that make up the recruitment and selection process</li> <li>▪ Apply the latest techniques to your organisation's recruitment and selection processes.</li> </ul> <p>Successful completion leads to Associate membership of the CIPD.</p>
<b>What will I gain?</b>	
Start Dates	February and July each year
Study Mode	Part-time (evening) and Distance. Full time to start in January 2010
Duration & Hours	A total of 240 study hours are required to successfully complete the CPP, of which 120 hours should be private study. On average it takes nine months to complete.

## Certificate in Coaching and Mentorship (CCM)

<b>What is the Certificate in Training Practice (CCM)?</b>	The Certificate in Coaching and Mentoring (CCM) is designed to introduce you to the skills needed to be an effective coach and mentor. It's a level three qualification that's based on the CIPD's support-level Professional Standards.
Who's eligible for CCM?	This qualification is for anyone who's responsible for managing people and who wants to develop their coaching and mentoring skills. <ul style="list-style-type: none"> <li>▪ Coaching and mentoring in context</li> <li>▪ Developing a coaching and mentoring plan</li> <li>▪ Manage and support a coaching and mentoring relationship</li> <li>▪ Develop, monitor and improve own professional practice.</li> </ul>
<b>What does the CCM cover?</b> The CCM is composed of four mandatory modules: Entry Requirements	Grade 12 or LCCIEB level 3 and over 18 years, maturity entry with work experience
<b>How's it assessed?</b>	This is an assessment-based qualification that requires you to complete: <ul style="list-style-type: none"> <li>▪ Four work-based or work-related assignments (one for each module) – two written (1,500–2,000 words) and two skills-based</li> <li>▪ A work-based project (3,000–3,500 words)</li> <li>▪ A continuing professional development (CPD) record and plan.</li> </ul> <p>Once you've completed this qualification you'll be able to:</p>
<b>What will I gain?</b>	Demonstrate the skills needed for effective coaching and mentoring, Show awareness of the context of coaching and mentoring and Understand the contribution of coaching and mentoring to organizational and individual effectiveness.  Successful completion leads to Associate membership of the CIPD.
Start Dates	February and July each year
Study Mode	Part-time (evening) and Distance. Full time to start in January 2010
Duration & Hours	A total of 240 study hours are required to successfully complete the CPP, of which 120 hours should be private study. On average it takes nine months to complete.

## Certificate in Employment Relations, Law and Practice (CERLAP)

<b>What is the Certificate in Training Practice (CTP)?</b>	Our Certificate in Employment Relations, Law and Practice (CERLAP) has been designed to introduce you to the key elements of employment law and practice. It covers the skills and competencies needed by today's HR and development professionals. It's a level three qualification that's based on CIPD's support-level Professional Standards.
Who's eligible for CTP?	This qualification is for personnel officers, advisers and administrators who provide support in key areas of employment, as well as those starting a career in HR. It is also a valuable qualification for line managers.
<b>What does the CTP cover?</b> The CTP is composed of four mandatory modules: Entry Requirements	<ul style="list-style-type: none"> <li>• Practice in context</li> <li>• Setting up employment contracts</li> <li>• Managing the employment relationship</li> <li>• Managing the exit from employment.</li> </ul> <p>Grade 12 or LCCIEB level 3 and over 18 years, maturity entry with work experience</p>
<b>How's it assessed?</b>	<p>This is an assessment-based qualification that requires you to complete:</p> <ul style="list-style-type: none"> <li>▪ Four work-based or work-related assignments (one for each module) – two written (1,500–2,000 words) and two skills-based</li> <li>▪ A work-based project (3,000–3,500 words)</li> <li>▪ A continuing professional development (CPD) record and plan.</li> </ul> <p>Once you've completed this qualification you'll be able to:</p> <ul style="list-style-type: none"> <li>▪ Demonstrate a wide range of knowledge and practical skills in employment practices</li> <li>▪ Understand the wider context of employment practices</li> <li>▪ Show awareness of the key issues that impact on employment practices.</li> </ul> <p>Successful completion leads to Associate membership of the CIPD.</p>
<b>What will I gain?</b>	
Start Dates	February and July each year
Study Mode	Part-time (evening) and Distance. Full time to start in January 2010
Duration & Hours	A total of 240 study hours are required to successfully complete the CPP, of which 120 hours should be private study. On average it takes nine months to complete.

## Certificate in Business Awareness and Advanced Professional Study (CBAAPS)

<b>What is the Certificate in Training Practice (CTP)?</b>	<p>Our Certificate in Business Awareness and Advanced Professional Study (CBAAPS) is a level 6 qualification. It has been developed to help you make the transition from a level three or non-relevant degree programme onto postgraduate programmes. It will enable you to join a CIPD-approved postgraduate level qualification with the right entry level knowledge, skills and attitudes necessary for a master's level study.</p> <p>This qualification is for candidates who want to progress to a postgraduate level qualification and have successfully completed CIPD certificate level programme or equivalent or level 3 NVQ and A/AS level.</p> <ul style="list-style-type: none"> <li>▪ Research and reasoning skills in a business context</li> <li>▪ Understanding the business environment</li> <li>▪ Self-management and study skills</li> <li>▪ Quantitative skills for business analysis.</li> </ul>
Who's eligible for CTP?	
<b>What does the CTP cover?</b> The CTP is composed of four mandatory modules:	<p>This is an assessment-based qualification that requires you to complete:</p> <ul style="list-style-type: none"> <li>▪ A 2,500–3,000-word business report, including a report proposal</li> <li>▪ A time-constrained final assessment based on a case study</li> <li>▪ A continuing professional development (CPD) record and plan.</li> </ul> <p>Once you've completed this qualification you'll be able to:</p> <ul style="list-style-type: none"> <li>▪ Understand the complexity of the business environment in which you work • use research and reasoning skills to analyze business problems</li> <li>▪ Demonstrate analytical and numerical skills</li> <li>▪ Confidently manage yourself and your studies.</li> </ul>
<b>How's it assessed?</b>	
<b>What will I gain?</b>	<p>The CBAAPS will not entitle you to a professional grade of CIPD membership, but on completion you may be eligible to progress to a CIPD-approved postgraduate-level qualification leading to graduate membership of the CIPD.</p>
Start Dates	February and July each year
Study Mode	Part-time (evening) and Distance. Full time to start in January 2010
Duration & Hours	A total of 120 study hours are required to complete the CBAAPS, of which 45 hours should be private study.

## Postgraduate level Qualification The CIPD Professional Development Scheme (PDS)

<b>How's it assessed?</b>	<p>The PDS involves assessment at master's level and includes assignments and unseen assessment (examinations) for most modules. For one field of study you will be required to complete a management research report, based on a work-related issue, together with a reflective log of your continuing professional development (CPD). If you successfully complete all the required fields of study you will be awarded Graduate membership of the CIPD in addition to a postgraduate diploma from either the CIPD or from a CIPD-approved university. Qualifications based on the PDS are offered in a variety of study modes. Full-time, part-time, block and flexible (distance) learning options are available. Depending upon the format of the programme and frequency of attendance it can take between one and three years to complete.</p> <ul style="list-style-type: none"> <li>▪ Professional recognition and a route to chartered membership of the Institute</li> <li>▪ A recognized qualification accredited at level 7</li> <li>▪ The ability to: <ul style="list-style-type: none"> <li>✓ Implement and manage effective people management and development strategies</li> </ul> </li> </ul>
<b>What will I gain?</b>	<ul style="list-style-type: none"> <li>✓ Demonstrate a wide range of management skills, competencies and knowledge</li> <li>✓ Exercise greater influence within your organization</li> <li>✓ Help attract, retain and develop people needed for organizational success</li> <li>✓ Effectively manage and communicate organizational change</li> <li>✓ Systematically and continuously review personal development.</li> </ul>
<b>Entry Requirements</b>	<p>This qualification is for candidates who want to progress to a postgraduate level qualification and have successfully completed CIPD certificate level programme or equivalent and a Certificate in Business Awareness and Advanced Professional Study (CBAAPS)</p>
<b>Start Dates</b>	<p>February and July each year</p>
<b>Study Mode</b>	<p>Part-time (evening) and Distance. Full time to start in January 2010</p>
<b>Duration &amp; Hours</b>	<p>A postgraduate diploma involves a total of 1,200 hours study.</p>