

Human Resource Management Practice: An Introduction

HIGHER NATIONAL DIPLOMA

人力资源管理实务 (初级)

【英】苏格兰学历管理委员会 (SQA)

Unit Student Guide

BUSINESS

A6HA 35



 中国时代经济出版社

SCOTTISH
QUALIFICATIONS
AUTHORITY



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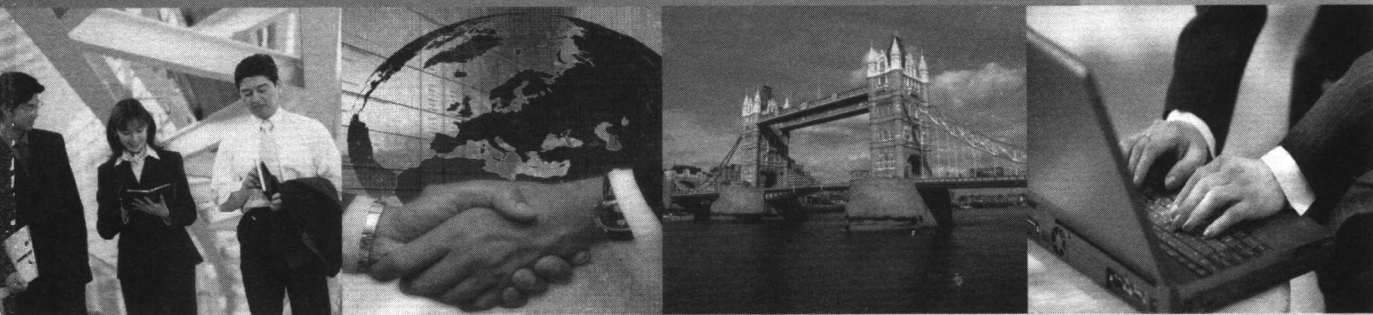
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苏格兰学历管理委员会著

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Contents

1	Introduction to the Scottish Qualifications Authority	1
2	Introduction to the Unit	3
2.1	What is the Purpose of this Unit?	3
2.2	What are the Outcomes of this Unit?	3
2.3	What do I Need to be Able to do in Order to Achieve this Unit?	4
2.4	Approximate Study Time for this Unit	4
2.5	Equipment/Material Required for this Unit	4
2.6	Symbols Used in this Unit	5
3	Assessment Information for this Unit	9
3.1	What Do I Have to Do to Achieve this Unit?	9
4	Suggested Lesson Plan	11

5	Learning Material	13
5.1	Section 1 — Employment Legislation	13
5.2	Section 2 — Recruitment, Selection and Induction of Employees	21
5.3	Section 3 — Employee Remuneration Systems	97
6	Additional Reading Material	151
7	Solutions to Self-Assessed Questions and Activities	155
8	Copyright References	187
9	Acknowledgements	189
	Appendix 1 — Unit Specification	191

1

Introduction to the Scottish Qualifications Authority

This Unit, **A6HA 35 Human Resource Management Practice**, has been devised and developed by the Scottish Qualifications Authority (SQA). Here is an explanation of the SQA and its work:

The SQA is the national body in Scotland responsible for the development, accreditation, assessment, and certification of qualifications other than degrees.

Its website can be viewed on: www.sqa.org.uk

SQA's functions are to:

- devise, develop and validate qualifications, and keep them under review
- accredit qualifications
- approve education and training establishments as being suitable for entering people for these qualifications
- arrange for, assist in, and carry out, the assessment of people taking SQA qualifications

- quality assure education and training establishments which offer SQA qualifications
- issue certificates to candidates.

In order to pass SQA Units, students must complete prescribed assessments. These assessments must meet certain standards.

The Unit Specification outlines the **four** Outcomes that students must complete in order to achieve this Unit. The Specification also details the knowledge and/or skills required to achieve the Outcome or Outcomes. The Evidence Requirements prescribe the type, standard and amount of evidence required for each Outcome or Outcomes.

2

Introduction to the Unit

2.1 What is the Purpose of this Unit?

This Unit will provide you with a broad overview of best practice in relation to four different areas of human resource management. The four areas are:

Recruitment, selection and induction
Employee remuneration systems
Appraisal of employee performance
Health, safety and welfare of employees.

2.2 What are the Outcomes of this Unit?

There are 4 Outcomes:

1. Advise on the recruitment, selection and induction of employees
2. Report on employee remuneration systems
3. Advise on the appraisal of employee performance
4. Provide advice on the health, safety and welfare of employees.

Further details can be found in Appendix 1 — Unit Specifications.

2.3

What Do I Need
to be Able to Do
in Order to
Achieve this
Unit?

To achieve this Unit you must work through the learning materials, completing each of the Activities in the Introductory Student Guide and the Advanced Student Guide. You must also successfully achieve each of the four assessments that relate to this Human Resource Management Practice Unit.

2.4

Approximate
Study Time
for this Unit

Completion of this Unit is intended to be flexible. The notional study time for this Unit is 80 hours but actual time allocated is at the discretion of the centre.

The approximate study time that you should allocate for the completion of the learning in this Student Guide is 40 hours.

2.5

Equipment/
Material
Required for
this Unit

You will be required to access websites and to explore the links contained within them. The sites listed are updated regularly to incorporate developments in UK and European employment law, and in relation to aspects of best practice in the field of human resource management. Please make sure that you make regular visits to these sites throughout your study of this Unit.

www.eoc.org.uk — Equal Opportunities Commission website

www.cre.gov.uk — Commission for Racial Equality website

www.acas.org.uk — ACAS website

www.drc.org.uk — Disability Rights Commission website

www.hse.gov.uk/workers — Health and Safety Executive website. It is essential to become familiar with the layout and content of this site.

www.healthandsafety.co.uk — source of up-to-date health and safety information relating particularly to the construction industry.

www.open.gov.uk — click on the employment link for up-to-date and relevant links.

You will need to complete the following Unit Student Guides to meet all the requirements of this unit:

- Unit Student Guide — Human Resource Management Practice: An Introduction
- Unit Student Guide — Human Resource Management Practice: Advanced.

2.6

Symbols Used in this Unit

The various Learning Materials sections are designed so that you can work at your own pace, with tutor support. As you work through the Learning Materials (see Section 5), you will encounter symbols. These symbols indicate that you are expected to do a task.

These tasks are not Outcome Assessments. They are exercises designed to consolidate learning or encourage thought, in preparation for the Outcome Assessment (see Section 3 — Assessment Information for this Unit).

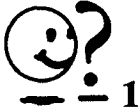
Activity



This symbol indicates an Activity. Usually, Activities are used to improve or consolidate your understanding of the subject in general or a particular feature of it.

In this Unit, you are asked to undertake a variety of Activities including presentations, research, analysis of case studies and discussions — either with your tutor, or with a group of students. The Activities will not serve their purpose if you refer to the responses prior to having attempted them. It is, however, extremely important that you should spend time studying the answers after you have completed the Activities. A great deal of valuable information is contained in Section 7 (Solutions to Self-Assessed Questions and Activities), and you must treat this information as being equally significant as that contained in Section 5 (Learning Materials).

Self-Assessed Question



This symbol indicates a Self-Assessed Question. Using a Self-Assessed Question helps you check your understanding of the content that you have already covered. The Self-Assessed Questions in this guide will often take the form of answering written questions, some of which may be multiple choice, while others require you to complete answers in the spaces provided.

Everything is provided for you to check your own responses. Answers to the Self-Assessed Questions are to be found at the back of the Unit Student Guide. Where suggested responses to Self-Assessed Questions are provided in the Unit Student Guide, **you are strongly discouraged from looking at these responses before you attempt the Self-Assessed Questions.** The Self-Assessed Questions throughout the Unit Student Guide will help you to prepare yourself for the formal assessments, and to identify topic areas in which you will require clarification and additional tutor support. The Self-Assessed Questions will not serve this purpose if you look at the answers before trying them!

Self-Assessed Questions and Activities are designed to be checked by you. No tutor input is necessary at this stage unless special help is requested, although from time to time your tutor may wish to view your responses to Self-Assessed Questions to see how you are progressing.

3

Assessment Information for this Unit

3.1
What Do I
Have to Do
to Achieve
this Unit?

In order to achieve this Unit, you must complete four assessments: one for each of the Learning Outcomes 1, 2, 3 and 4. You will be able to undertake the assessments for Learning Outcomes 1 and 2 when you have completed the Learning Materials contained in the Introductory Student Guide. When you have completed the Learning Materials contained in the Advanced Student Guide, you will be able to undertake the assessments for Learning Outcomes 3 and 4.

When you have completed all four of the assessments, you will have achieved this Unit.

4

Suggested Lesson Plan

The Learning Materials (see Section 5) are designed to lead you through a series of activities that will allow you to consolidate your learning and check on your own progress.

The learning material for Unit **Human Resource Management Practice** is split between the following guides:

- Unit Student Guide — Human Resource Management Practice: An Introduction
- Unit Student Guide — Human Resource Management Practice: Advanced.

Section 5.1 is provided as a background to the legislation that is of particular significance to the topics under discussion in this Unit. You should use this as a reference source, although you will not be required to become an expert or to commit the legislation to memory. Make sure that you become familiar with the key websites that are provided, and spend at least half an hour at each website before you move on to the rest of the learning materials. Remember to visit these

sites regularly and become familiar with their layout and content.

Activities 1 to 7 are starting to lay the foundations of your knowledge about recruitment. It is particularly important that you spend time (probably about one hour) completing Activity 8. You will be required to undertake a similar type of Activity as part of the assessment for this Learning Outcome. Make sure that you understand the feedback that you have been given, and take notes of any advice that is given to you. Remember to take time to discuss other students' job descriptions, person specifications and the feedback that they received.

In order to develop your knowledge and understanding of this area, you should try to look at as many recruitment advertisements as possible. Be prepared to take a considerable amount of time undertaking Activities 14 and 15. Your research in this area is really important because you will be required to design a recruitment advertisement as part of your assessment. As with Activity 8, make sure that you obtain feedback on your work before moving very much further with this Activity.

Work your way through all the Activities until you reach the end of the section on recruitment, selection and induction. At this point you should be ready to have your knowledge and understanding assessed for this Learning Outcome. Ask your tutor to provide you with the Assessment for Learning Outcome 1.