HUMAN RESOURCES MANAGEMENT

UNIT CODE: BUS/CU/HRM/CC/02/5/A

Relationship to Occupational Standards
This unit addresses the Unit of Competency: Demonstrate Human Resources Management

Duration of Unit: 70 Hours

Unit Description
This unit will cover the competencies required to demonstrate human resources management. It involves identifying the purpose of human resources management, identifying the evolution of human resources management, analyzing human resources support services and addressing emerging issues in human resources.

Summary of Learning Outcomes
2. Identifying the purpose of human resources management
3. Identifying the evolution of human resources management
4. Analyzing human resources support services
5. Addressing emerging issues in human resources

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identifying the purpose of human resources management	• Introduction to human resources management • Importance of human resources management • Human resources management contribution to organization performance • Main activities, responsibilities and tasks of human resources management • Functions of human resources management • Theories of human resources management • Principles of human resources management • Personal qualities needed for human resources management work	• Written tests • Observation • Oral questions • Case studies

Learning Outcome	Content	Suggested Assessment Methods
2. Identifying the evolution of human resources management	• Stages of development since industrial evolution • Multi-disciplinary nature of human resources management • Emerging issues in human resource	• Observation • Written tests • Oral questions • Case studies
3. Analyzing Human resources support services	• Introduction to human resource support services • The organization structure of human resource department • Importance of human resource department. • Evaluating performance of the human resources management function	• Observation • Written tests • Oral questions • Case studies
4. Addressing emerging issues in human resources	• Introduction to emerging issues in human resource management. • The effects of emerging issues in	• Observation • Written tests • Oral questions • Case studies

Learning Outcome	Content	Suggested Assessment Methods
	human resources management • Human resources management • Contribution to organization performance • Analyzing and evaluating significant contemporary issues in HRM • The factors affecting the future of human resources management • Globalization • Technology • Professionalism • Organizational learning • Organizational re-engineering • Knowledge management • Gender mainstreaming in management • Disability	

Learning Outcome	Content	Suggested Assessment Methods
	mainstreaming • Digital economy • Excellence models in management • Corporate social responsibility • Advantages and disadvantages addressing emerging issues in human resources	

Suggested methods of delivery
- Direct instruction
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Lectures
- Group\class presentations
- Assignments
- Case studies

Recommended Resources
- Resources and documentation used in the workplace
- Workplace policies and procedures
- Organization work plans
- Organization structures