Programme Specification

1	**Awarding body**	University of London
2	**Teaching Institution**	**Birkbeck College**
3	**Programme Title(s)**	**Postgraduate Certificate Human Resource Management**
4	**Programme Code(s)**	TPCHRMNG_C
5	*UCAS code (if applicable)*	N/A
6	**Home Department**	Department of Organizational Psychology
7	**Exit Award(s)**	N/A
8	**Duration of Study** (number of years)	1
9	**Mode of Study**	FT PT **X** DL
10	**Level of Award (FHEQ)**	7

11	*Other teaching depts or institution (or not applicable)*	N/A
12	*Professional, Statutory Regulatory Body(PSRB) details (or not applicable)* (include URL to PSRB)	N/A
13	[**QAA Benchmark Statement**](#) *(or not applicable)*	Management

14	*Programme Rationale & Aims*

The PG Cert in HRM equips students to draw on theory, research and practice to improve HR management and processes in organisations. The programme's broad aims are to:

- Promote students' understanding of the complex nature of managing people in organizations via an overview of UK and international perspectives relevant related to human resource research, theory and practice;
- Introduce students to a range of theoretical perspectives underpinning the ways in which organizations manage their people;
- Deepen critical thinking through a range of theoretical and epistemological perspectives relevant to HRM;
- Provide an intellectual bridge between HRM theory and practice that facilitates students' critical understanding of how they are linked.

15	**Entry Criteria**

- A good honours degree, or equivalent, in a social science or business-related discipline, from a recognised university, as well as some relevant work experience (many of the modules make a link to students' own professional context; some work experience is needed to embed the learning).
- Management development professionals and consultants without a first degree but with suitable professional qualifications and at least five or more years' significant management experience in a range of organisations may be considered at the discretion of the admissions team. Applicants may be asked for further corroborating evidence such as written academic work samples.
- If English is not your first language or you have not previously studied in English, the requirement for this course is the equivalent of an International English Language Testing System (IELTS Academic Test) score of 7.0, with not less than 6.5 in each of the sub-tests

16	**Learning Outcomes**
	At the end of the programme, successful students will be able to: • Critique a range of theoretical, practical and epistemological perspectives in Human Resource Management both from UK and international perspective • Interpret HRM-related research and place it in socio-cultural, legislative, and historical contexts; • Demonstrate critical thinking skills by critically examining different sources of evidence to inform recommendations (policy and practice) to complex HR challenges; • Link theory, research and practice in HRM

17	**Learning, teaching and assessment methods**
	Students study for the degree during the evenings or as distance learning. All learning is supported through virtual learning environments; and consist of a mixture of lectures, seminars, case studies and other interactive activities. Assessment formats range from traditional essays and exams to more practice-based assignments, including opportunities for formative assessment. The level of participation is partly determined by students, in that they are encouraged to support each other in debate. Tutors make sure that every student participates in group discussion. Each student has a personal tutor who provides advice on progress and directs student toward support for any learning difficulties if requested. All modules must be passed. The pass mark for each module is 50%. Students receive individual written feedback on all assessed coursework within four weeks of the submission deadline. This takes the form of narrative feedback and may be supplemented by ratings on a proforma. Any students who fail an essay are encouraged to seek advice from the school skills tutor about the structure and content of their next essay before writing it. Student feedback confirms that students are satisfied with the helpfulness of the essay comments. Internal and external examiners are provided with clear criteria for assessment that explain how the marks relate to different categories of achievement. The assessment criteria are reviewed regularly, particularly in the context of the Examinations Board.

18	**Programme Description**
	This programme is designed for those who are current HR professionals or who seek a more meaningful career in Human Resource Management. Grounded in theory, research and practice, the programme will develop your critical thinking skills to improve HR management and processes in organisations. You will gain an overview of UK, international and comparative issues related to people management, and explore challenges involved in the design, implementation, and evaluation of HRM strategy, policy, and practices. Those with a recognised undergraduate honours degree in a social sciences or business-related discipline or professionals with suitable qualifications and significant working experience will be eligible for the PG Cert in Human Resource Management. On successful completion of the PG Cert, students are eligible to apply to the MSc in HRM and qualify for credit exemption worth 60 credits. Credit exemption can only be applied to modules which have been passed. The MSc HRM is accredited by the CIPD. This means that upon successful

completion of the MSc HRM, you will become an Associate Member of the CIPD with the option to upgrade to Chartered Member or Chartered Fellow, provided you have relevant work experience.

19	**Programme Structure**

Full Time programme

Year 1

Level	Module Code	Module Title	Credits	Status*
7	BUOB071H7	Global Human Resource and Diversity Management	15	Compulsory
7	BUOB043H7	Human Resource Strategies	15	Compulsory
7	MOOP006H7	Selection and Assessment	15	Compulsory
7	MOOP017H7	Leadership and Performance Management	15	Compulsory

Status*
CORE – Module must be taken and passed by student
COMPULSORY – Module must be taken, mark can be reviewed at sub-exam board
OPTIONAL – Student can choose to take this module

20	**Regulations**
	Admissions This programme adheres to the College Admissions Policy http://www.bbk.ac.uk/registry/policies/documents/admissions-policy.pdf ***Credit Transfer*** Accredited Prior Learning will be considered in line with the College Policy on Accredited Prior Learning http://www.bbk.ac.uk/registry/policies/documents/accreditation-prior-learning.pdf ***Programme Regulations*** This programme adheres to the College Common Awards Scheme http://www.bbk.ac.uk/registry/policies/regulations ***Programme Specific Regulations (or not applicable)*** N/A

21	**Student Attendance Framework** *– in brief*
	The full version of the 'Student Attendance Framework' is available http://www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf . **Principle** Consistent and regular student attendance in class (or equivalent) promotes and affords student success. Inconsistent and irregular attendance is less likely to result in student success and is consistent with lower marks and degree classifications being achieved and awarded. **Attendance expectation** Birkbeck, University of London expects you to consistently attend all timetabled sessions, including lectures, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips, inductions and demonstrations.

E-Registers

All Birkbeck students are issued with student cards. Students are expected to take them to classes and to assessment venues and to present them to a member of staff if requested. This is for the purpose of identifying Birkbeck students.

22	**Student Support and Guidance**
	All Birkbeck students have access to a range of student support services, details can be found on our website here: http://www.bbk.ac.uk/student-services

23	**Methods of Enhancing Quality and Standards**
	The College has rigorous procedures in place for the monitoring and enhancing its educational provision. This includes regular monitoring of programmes drawing on feedback from various sources including external examiner's reports, student feedback, student achievement and progression data. In addition, departments are reviewed every four to five years through the internal review process that includes external input.
	For more information please see the Academic Standards and Quality website http://www.bbk.ac.uk/registry/about-us/operations-and-quality .

24	**Programme Director**	Dr Uracha Chatrakul Na Ayudhya
25	**Start Date** *(term/year)*	Spring 2021
26	**Date approved by Education Committee**	Summer 2020
27	**Date approved by Academic Board**	Autumn 2020
28	**Date(s) updated/amended**	August 2020