

Course Specification

Published Date:	21-Sep-2020
Produced By:	Laura Clode
Status:	Validated

Core Information

Awarding Body / Institution:	University of Wolverhampton		
School / Institute:	Wolverhampton Business School		
Course Code(s):	HR004T01UV HR004T31UV	Full-time Part-time	4 Years 8 Years
UCAS Code:	N601		
Course Title:	BA (Hons) Human Resource Management with Foundation Year		
Hierarchy of Awards:	Bachelor of Arts with Honours Human Resource Management Bachelor of Arts Human Resource Management Diploma of Higher Education Human Resource Management Certificate of Higher Education Human Resource Management Foundation and Preparatory Studies Human Resource Management University Statement of Credit University Statement of Credit		
Language of Study:	English		
Date of DAG approval:	01/Sep/2017		
Last Review:	2016/7		
Course Specification valid from:	2009/0		
Course Specification valid to:	2022/3		

Academic Staff

Course Leader:	Mr Kevin Willmore
Head of Department:	Dr Janet Firth

Course Information

Location of Delivery:	University of Wolverhampton
Category of Partnership:	Not delivered in partnership
Teaching Institution:	University of Wolverhampton
Open / Closed Course:	This course is open to all suitably qualified candidates.

Entry Requirements:

Entry requirements are subject to regular review. The entry requirements applicable to a particular academic year will be published on the University website (and externally as appropriate e.g. UCAS)

2017 Entry

- DD from A level
- BTEC QCF Extended Diploma grade PPP, BTEC QCF Diploma grade MP
- Pass Access to HE Diploma (Full Award)
- If you've got other qualifications or relevant experience, please contact [The Gateway](#) for further advice before applying.
- International entry requirements and application guidance can be found [here](#)

Other Requirements

Students must have studied a minimum of two years post GCSE level. However, it is expected that some applicants will be mature students with work experience, who wish to further their career development. These applicants will be processed through standard procedures, which may involve an interview as part of the process. Please see <http://wlv.ac.uk/mature> for further information.

Applicants who do not meet the entry requirements may be offered an alternative course.

Distinctive Features of the Course:

- The course provides an interdisciplinary approach and draws on a range of academic disciplines, such as psychology and sociology, and includes the study of organizations and organizational behaviour(s), leadership, employee relations, employee development, and ethics, with people management as the underpinning theme.
- The course places a strong emphasis on employability skills by building the skills and confidence that employers require e.g. digital literacy skills, people management skills.
- An opportunity to exit with CIPD professional body membership.

You can develop the skills and knowledge that you need to study at undergraduate level, building on your strengths and working on your weaknesses, so that you can feel confident that by the end you are ready to commence a degree course, and to apply the skills to undertake the directed and independent learning which will help you to achieve your potential. This will allow you to embark on Level 4 study in an appropriate undergraduate discipline or combined award, confident that you have developed the skills and chosen the most relevant subject area(s) to specialise in, which will allow you to perform strongly at degree level and enhance your career aims.

Educational Aims of the Course:

The Foundation Year will introduce you to studying at university. You will develop your academic and study skills alongside studying modules that introduce you to the disciplines offered by courses across the Faculty. The Foundation Year will therefore provide a springboard for successful study at levels 4, 5 and 6.

The BA (Hons) in Human Resource Management course provides a contemporary business education that

offers a solid foundation for success in personnel, human resource management or a general business career. The vocational aspects of the course are underpinned by a study of current and future developments in industry and commerce. The course aims to prepare students for a professional career by developing knowledge and understanding of business disciplines, but particularly encouraging the critical investigation of people management related topics and also developing independent personal development skills.

The course is designed for students who want to embark on an in-depth study of Human Resource Management to develop analytical and evaluation skills that can be applied to international real-world situations. The course recognises that people management is a key force for successful economic growth and thus emphasises the development of knowledge and understanding of a range of management and business practices, and the ability to apply them effectively in an innovative manner.

Intakes:

September
January

Major Source of Funding:

Office for Students (OFS)

Tuition Fees:

Tuition fees are reviewed on an annual basis. The fees applicable to a particular academic year will be published on the University website.

Year	Status	Mode	Amount
2020/1	H	Full Time / Sandwich	£9250.00
2020/1	Overseas	Full Time / Sandwich	£12250.00
2020/1	H	Part Time	£3050.00
2020/1	Overseas	Part Time	£6125.00

PSRB:

HR004T01UV (Full-time)

Professional Accreditation Body:
Chartered Institute of Personnel and Development (CIPD)

Accrediting Body:
Chartered Institute of Personnel and Development (CIPD)

Accreditation Statement:
Accredited by the Chartered Institute of Personnel and Development (CIPD).

Approved	Start	Expected End	Renewal
26/May/2017	18/Sep/2017	18/Sep/2022	26/May/2022

HR004T31UV (Part-time)

Professional Accreditation Body:
Chartered Institute of Personnel and Development (CIPD)

Accrediting Body:
Chartered Institute of Personnel and Development (CIPD)

Accreditation Statement:
Accredited by the Chartered Institute of Personnel and Development (CIPD).

Approved	Start	Expected End	Renewal
26/May/2017	18/Sep/2017	18/Sep/2022	26/May/2022

Course Structure:

January (Full-time)

Year 1

Module	Title	Credits	Period	Type
3BU002	21st Century Management	20	SEM2	Core
3GK012	Preparing for Success at University	40	SEM2	Core
3GK013	Project-Based Learning	40	SEM1	Core
3BU003	Principles of Business	20	SEM1	Core

January (Full-time)

Year 2

Module	Title	Credits	Period	Type
4HR017	Diversity Management in a Global Context	20	SEM2	Core
4AC013	Financial Management	20	SEM2	Core
4HR003	People, Work and Society	20	SEM2	Core
4BU006	Learning for Business Success	20	SEM1	Core
4HR002	Introduction to People at Work	20	SEM1	Core
4MK007	Principles of Marketing	20	SEM1	Core

January (Full-time)

Year 3

Module	Title	Credits	Period	Type
5HR005	People Development in Organisations	20	SEM2	Core
5HR006	International Human Resources : The Key Issues	20	SEM2	Core
5HR008	Developing Skills for HR Professionals	20	SEM2	Core

5HR004	Managing the Employment Cycle	20	SEM1	Core
5BE001	Entrepreneurial Creativity and Innovation	20	SEM1	Core
5HR002	Leading and Managing in Organisations	20	SEM1	Core

January (Full-time)

Year 4

Module	Title	Credits	Period	Type
6BU013	Independent Project	20	SEM2	Core
6BU006	Managing Your Career	20	SEM2	Core
6HR007	Principles of Employment Law & the Practice of Employment Relations	20	SEM2	Core

6HR005	Social Responsibility	20	SEM1	Core
6HR003	Strategies for People Management	20	SEM1	Core
6BU010	Designing Organisations for the Future	20	SEM1	Core

September (Full-time)

Year 1

Module	Title	Credits	Period	Type
3GK012	Preparing for Success at University	40	SEM1	Core
3BU003	Principles of Business	20	SEM1	Core
3BU002	21st Century Management	20	SEM2	Core
3GK013	Project-Based Learning	40	SEM2	Core

September (Full-time)

Year 2

Module	Title	Credits	Period	Type
4BU006	Learning for Business Success	20	SEM1	Core
4HR002	Introduction to People at Work	20	SEM1	Core
4MK007	Principles of Marketing	20	SEM1	Core
4HR017	Diversity Management in a Global Context	20	SEM2	Core
4AC013	Financial Management	20	SEM2	Core
4HR003	People, Work and Society	20	SEM2	Core

September (Full-time)

Year 3

Module	Title	Credits	Period	Type
5HR004	Managing the Employment Cycle	20	SEM1	Core
5BE001	Entrepreneurial Creativity and Innovation	20	SEM1	Core
5HR002	Leading and Managing in Organisations	20	SEM1	Core
5HR005	People Development in Organisations	20	SEM2	Core
5HR006	International Human Resources : The Key Issues	20	SEM2	Core
5HR008	Developing Skills for HR Professionals	20	SEM2	Core

September (Full-time)

Year 4

Module	Title	Credits	Period	Type
6HR005	Social Responsibility	20	SEM1	Core
6HR003	Strategies for People Management	20	SEM1	Core
6BU010	Designing Organisations for the Future	20	SEM1	Core
6BU013	Independent Project	20	SEM2	Core
6BU006	Managing Your Career	20	SEM2	Core
6HR007	Principles of Employment Law & the Practice of Employment Relations	20	SEM2	Core

Please note: Optional modules might not run every year, the course team will decide on an annual basis which options will be running, based on student demand and academic factors, to create the best learning experience.

Learning, Teaching and Assessment

Academic Regulations Exemption:

Section 1.3.1 - Exemption from the standard University Academic Framework allowing for the use of 40 credit taught modules at Level 3 and delivery of these within semesters as follows;

3GK012 Preparing for Success at University (40 credits)

3GK013 Project-Based Learning (40 credits).

APPROVED (by Chair's Action on 12/2/2020).

Section 4.4.3 - Exemption in accordance with Chartered Institute of Personnel and Development (CIPD) requirements. Compensation will not be permitted for the following core modules with no additional third attempt as follows;

5HR002 Leading and Managing in Organisations (20 credits)

5HR004 Managing the Employment Cycle (20 credits)

5HR005 People Development in Organisations (20 credits)

5HR008 Developing Skills for HR Professionals (20 credits)

6HR007 Principles of Employment Law & the Practice of Employment Relations (20 credits).

APPROVED by AFRSC on 23/8/2017.

Reference Points:

[UK Quality Code for Higher Education](#)

[Qualifications and Credit Frameworks](#)

[Subject Benchmark Statements](#)

[University Policies and Regulations](#)

Equality Act (2010)

Learning Outcomes:

Foundation Year Course Learning Outcome 1 (UCCL01)

Can articulate your understanding of a range of facts and theories relating to the subjects studied.

Foundation Year Course Learning Outcome 2 (UCCL02)

Can complete tasks and address problems that, while well-defined, may be complex and non-routine.

Foundation Year Course Learning Outcome 3 (UCCL03)

Can interpret and evaluate relevant information and ideas.

Foundation Year Course Learning Outcome 4 (UCCL04)

Can describe key academic skills and conventions, appropriate to the level of study, and apply them to your work.

CertHE Course Learning Outcome 1 (CHECLO1)

Demonstrate knowledge of the underlying concepts and principles associated with your area(s) of study.

CertHE Course Learning Outcome 2 (CHECLO2)

Demonstrate an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of your subject(s) of study.

DipHE Course Learning Outcome 1 (DHECLO1)

Demonstrate knowledge and critical understanding of the well-established principles of your area(s) of study.

DipHE Course Learning Outcome 2 (DHECLO2)

Demonstrate the ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context.

DipHE Course Learning Outcome 3 (DHECLO3)

Use a range of established techniques to initiate and undertake analysis of information, and to propose solutions to problems arising from that analysis.

DipHE Course Learning Outcome 4 (DHECLO4)

Effectively communicate information, arguments and analysis in a variety of forms.

Ordinary Degree Course Learning Outcome 1 (ORDCLO1)

Demonstrate a systematic understanding of key aspects of your field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline with an appreciation of the uncertainty, ambiguity and limits of knowledge.

Ordinary Degree Course Learning Outcome 2 (ORDCLO2)

Demonstrate an ability to deploy accurately established techniques of analysis and enquiry within a discipline and apply the methods and techniques that they have learned to review, consolidate, extend and apply your knowledge and understanding, and to initiate and carry out projects.

Ordinary Degree Course Learning Outcome 3 (ORDCLO3)

Demonstrate conceptual understanding that enables the student:
to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline
to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline.

Ordinary Degree Course Learning Outcome 4 (ORDCLO4)

Demonstrate the ability to manage your own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline) and communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.

Ordinary Degree Course Learning Outcome 5 (ORDCLO5)

Critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem.

Ordinary Degree Course Learning Outcome 6 (ORDCLO6)

Debate the ethical and moral dimensions of human resource management practices.

Honours Degree Course Learning Outcome 1 (DEGCLO1)

Demonstrate a systematic understanding of key aspects of your field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline with an appreciation of the uncertainty, ambiguity and limits of knowledge.

Honours Degree Course Learning Outcome 2 (DEGCLO2)

Demonstrate an ability to deploy accurately established techniques of analysis and enquiry within a discipline and apply the methods and techniques that they have learned to review, consolidate, extend and apply your

knowledge and understanding, and to initiate and carry out projects.

Honours Degree Course Learning Outcome 3 (DEGCLO3)

Demonstrate conceptual understanding that enables the student:

to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline

to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline.

Honours Degree Course Learning Outcome 4 (DEGCLO4)

Demonstrate the ability to manage your own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline) and communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.

Honours Degree Course Learning Outcome 5 (DEGCLO5)

Critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem.

Honours Degree Course Learning Outcome 6 (DEGCLO6)

Propose, undertake and present an independent study project that analyses a key issue in the area of business and human resource management.

Overview of Assessment:

Module	Title	Course Learning Outcomes
3BU002	21st Century Management	UCCLO1, UCCLO3, UCCLO4
3BU003	Principles of Business	UCCLO1, UCCLO3, UCCLO4
3GK012	Preparing for Success at University	UCCLO2, UCCLO4
3GK013	Project-Based Learning	UCCLO2, UCCLO4
4AC013	Financial Management	CHECLO1, CHECLO2
4BU006	Learning for Business Success	CHECLO1, CHECLO2
4HR002	Introduction to People at Work	CHECLO1, CHECLO2
4HR003	People, Work and Society	CHECLO1, CHECLO2
4HR017	Diversity Management in a Global Context	CHECLO1, CHECLO2
4MK007	Principles of Marketing	CHECLO1, CHECLO2
5BE001	Entrepreneurial Creativity and Innovation	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR002	Leading and Managing in Organisations	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR004	Managing the Employment Cycle	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR005	People Development in Organisations	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR006	International Human Resources : The Key Issues	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR008	Developing Skills for HR Professionals	DHECLO1, DHECLO2, DHECLO3, DHECLO4
6BU006	Managing Your Career	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO5, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO5
6BU010	Designing Organisations for the Future	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO5, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4, ORDCLO5, ORDCLO6
6BU013	Independent Project	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO5, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4, ORDCLO5, ORDCLO6
6HR003	Strategies for People Management	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO5, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO5
6HR005	Social Responsibility	DEGCLO1, DEGCLO3, DEGCLO5, DEGCLO6, ORDCLO1, ORDCLO3, ORDCLO5, ORDCLO6
6HR007	Principles of Employment Law & the Practice of Employment Relations	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4, ORDCLO6

Teaching, Learning and Assessment:

The course draws on a number of theoretical approaches in the design of the learning activities. Whilst lectures will form part of the teaching, these will be followed by seminars and tutorials to engage the students with the subject matter.

The learner is viewed as a unique individual with unique needs and backgrounds. Therefore learning activities that allow students to pursue learning activities that fulfil their intrinsic motivations will be encouraged.

Knowledge and Understanding

- Lectures and Workshops.
- Group and Individual Tutorials.
- Reading – both core and supplementary reading from books, journals and electronic sources and keeping abreast of current affairs and business news through established media.

- Case Study Analysis – to embrace the application of theory and practice; to identify problems and recommend solutions.
- Group Discussions – to share personal experiences and learning amongst the wider group both in class and through digital forums.
- Student Presentations will encourage creativity and develop their own understanding of roles and leading others.
- Use of problem-based learning approaches to enhance students' knowledge in an enterprising way.

Subject-specific

- Undertaking research for projects/dissertation and class exercises.
- Case study analysis.
- Group discussion and role-playing.
- Assessment preparation and feedback.

Assessment Methods

The course modules employ a variety of assessment methods, including report writing, time-constrained assignments, presentations, in-class tests, portfolios, essays, and a dissertation. All assessments will be conducted according to the University Of Wolverhampton Assessment Policies and Procedures and will follow the set tariffs for assessment identified in the University of Wolverhampton Assessment handbook for undergraduate course. Procedures for submission and feedback will be made available for all assessment and communicated to students electronically via VLE. In brief these are indicative of the type of assessment which will be considered:

- Writing reports and essays to show breadth and depth of understanding
- Case study analysis
- Making presentations, both individual and group.
- Multi-choice tests
- Dissertations / Projects
- Timed constrained assignments
- Portfolios and learning log/journals
- Assessed group activity (including peer appraisal)
- Role-play assessments

Teamwork is a key employability skill and is at the heart of effective management and organisational functioning. It is also a powerful learning strategy that is used throughout these courses. Where the module assessment method involves group work it is normal practice to award all members of a group an identical grade. The difficulty with this approach is that it can lead to unfairness and "free-riding" students taking advantage of others. Extensive research has been conducted locally and several alternative methods of arriving at individual grades for group work have been successfully trialled. Full details are given in the school's Assessment Handbook and on the VLE topic. Where a module involves assessed group work the module leader will review these methods and determine the approach for arriving at individual grades. This will articulated to students in the detailed assessment briefing.

The overarching aim at each level is:

Level 4: Students will gain team-work experience from group presentations and group reports, and self-work experience from individual tests. Development of independent study skills.

Level 5: Formative and summative assessments are designed to develop the student's ability in terms of enterprising of knowledge and providing tactical solutions at the operational level.

Level 6: Formative and summative assessments are designed to develop the student's ability in terms of thinking strategically and making strategic marketing decisions.

Assessment Methods:

At the University of Wolverhampton, a variety of modes of assessment will be used to support and test your learning and progress and to help you develop capabilities that are valued beyond your University studies and

into your working life. Your course may include a variety of assessment activities:

Written examinations (including online examinations, open and closed book examinations and quizzes)
Coursework (for example, essays, reports, portfolios, project proposals and briefs, CVs, poster presentation)
Practical (for example, oral and video presentations, laboratory work, performances, practical skills assessment)

In the final year of your undergraduate degree, and at the end of your postgraduate degree, you are likely to be expected to write an extended piece of work or research, such as a dissertation or a practice-based piece of research.

Student Support:

There are a number of levels of support available for learning.

General University support:

[University Learning Centres](#) are the key source of academic information for students. Learning Centres provide physical library resources (books, journal, DVDs etc.) and offer a range of study areas to allow students to study in the environment that suit them best: Social areas, quiet and silent areas. Learning Centres also provide access to wide range of online information sources, including eBooks, e-Journals and subject databases.

Learning Centres also provide students with academic skills support via the [Skills for Learning programme](#). Students on campus can attend workshops or ask for one-to-one help on a range of skills such as academic writing and referencing. Students can access a range of online skills material at: www.wlv.ac.uk/lib/skills

The [University Student Support website](#) offers advice on a variety of matters (careers, counselling, student union advice, etc.) Students can also access these services by booking appointment with the SU, careers, counselling services, etc.

A personal tutor is allocated to every student. Personal tutors maintain regular communication (virtual and/or face-to-face) with each of their designated tutees. Follow up meetings are arranged with students who are not making satisfactory progress or who are at risk of withdrawal. Personal tutors assist students in their personal and academic development, planning and progression as well as offering students advice and guidance to help them liaise with other staff and support facilities in their school and the University, including study skills support.

The course leader will monitor the academic and experiential quality of the course through Award Boards, focus groups and other channels. Course leaders also support and direct students proactively on the course, both collectively and individually, and respond to inquiries and requests from students with regard to the academic programme of study.

The Faculty Enabling Tutor liaises with the Student Enabling Centre (SEC) regarding provision for specific disabled students & disseminates information from the SEC on the needs of specific disabled students. Faculty Enabling Tutors also monitor requests for, and provision of, specific examination and assessment arrangements, publicise 'surgery' arrangements and make available time to meet with individual disabled students to enable them to discuss their own school-specific disability issues where necessary. The tutor takes a pro-active role in monitoring the welfare and academic progress of disabled students within the Faculty.

In-class semester assessments are arranged by the module tutor, who will, where appropriate, ensure that any arrangements made for students requiring special consideration are checked by the University Student Enabling Centre to ensure fairness and equality, and that the provisions of the University Equal Opportunities policy are met. These arrangements will apply to those students who have identified special learning requirements.

Employability in the Curriculum:

Students who successfully complete the course are expected to enhance their job prospects and strengthen their employment opportunities. The course is designed to prepare students for career opportunities in a variety of people management related areas including training & people development, resourcing organisations, reward practice and personnel strategy.

On graduating with a BA (Hons) HRM, students will also be eligible for Associate level membership of the CIPD. An appropriate level of CIPD membership is usually a pre-requisite for gaining an HR role.

The course will also provide the underpinning for postgraduate study in human resources leading to the opportunity to achieve Chartered membership of the CIPD. Students can choose to follow programmes leading to the award of a Post Graduate Diploma in HR Management or HR Development, an MA HRM or MSc Human Resource and Organisational Development.



THE UNIVERSITY OF OPPORTUNITY