

Course record information

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| Name and level of final award | <ul style="list-style-type: none"> • Bachelor of Arts with Honours - Human Resource Management • Bachelor of Arts with Honours - Human Resource Management with international experience • Bachelor of Arts with Honours - Human Resource Management with professional experience <p>The award is Bologna FQ-EHEA first cycle degree or diploma compatible</p> |
| Name and level of intermediate awards | <ul style="list-style-type: none"> • Bachelor of Arts (BA) - Human Resource Management • Diploma of Higher Education (Dip HE) - Human Resource Management • Certificate of Higher Education (CertHE) - Human Resource Management |
| Awarding body/institution | University of Westminster |
| Teaching institution | University of Westminster |
| Status of awarding body/institution | Recognised Body |
| Location of delivery | Primary: Central London |
| Language of delivery and assessment | English |
| QAA subject benchmarking group(s) | General Business Management |
| Professional statutory or regulatory body | Chartered Institute of Personnel and Development (CIPD) recognised |
| Westminster course title, mode of attendance and standard length | <ul style="list-style-type: none"> • BA Human Resource Management FT, Full-time, September start - 3 years standard length with an optional year placement |
| Valid for cohorts | From 2022/3 |

Admissions requirements

There are standard minimum entry requirements for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information. For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements. More information can be found here: <https://www.westminster.ac.uk/study/undergraduate/how-to-apply>

Recognition of Prior Learning

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information:

<https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/recognition-of-prior-learning>

Aims of the programme

People are one of the most expensive resources of an organisation in the contemporary dynamic, global knowledge economy, but they are also of great importance. As organisations change, develop and operate internationally, knowledge of people management processes is essential at both operational and strategic levels. Managing people to develop their potential and to make effective use of their capability has always been an exciting but challenging business function. On this degree, you will learn about the full range of approaches to these challenges of people management and development and develop the important skills necessary to work in a HR role.

The course offers an academic experience with a strong emphasis on development of the knowledge skills and capabilities appropriate to the study of Human Resource Management in line with the CIPD professional map.

The BA Honours Human Resource Management has been designed to:

- equip you with the specialised skills and knowledge, as recognised by the CIPD, to pursue a career in Human Resource Management or to continue to post-graduate study;
- develop the knowledge, skills and capabilities you require to respond proactively and creatively to contemporary business issues and the challenges of the global business environment;
- help you to develop a range of intellectual, professional attributes and transferable skills such as team working, problem-solving, research, critical and creative thinking and communication that will enable you to gain employment and then to add value to an organisation;
- help you to develop the resilience to perform under pressure, to continue to strive towards a solution in adverse circumstances and to use feedback to find a way through to a successful outcome;
- equip you with a critical understanding of global diversity in business practice, culture, social responsibility and ethics.

Employment and further study opportunities

University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our students.

Human Resource Management is a growing area of business. Since the launch of its professional map in 2009, the Chartered Institute of Personnel and Development (CIPD) has recognised various skills and behaviours that, in consultation with business, have been agreed as necessary for a professional within the field of Human Resource Management. Westminster Business School is one of the leading providers of CIPD accredited HRM programmes in the UK. The BA Human Resource Management degree offers you the opportunity to develop your expertise in HRM and Leadership and Development, and will support your aspiration to become a professional member of the CIPD as an Associate member.

Businesses increasingly operate with teams of specialists, including in HRM, so require people who can communicate effectively and can interact effectively within a team recognising and supporting leadership, being proactive in leadership, negotiating, and managing conflict. Employers of our graduates expect you to have skills of critical thinking, analysis and synthesis; effective communication using varied technology and media; quantitative aptitude and effective problem solving; reflective, adaptive and collaborative learning; motivation and initiative. As a graduate of the BA Human Resource Management degree, you will be well equipped to meet these challenges.

We provide the opportunity for all students to undertake an optional one-year work placement to add value to the student experience. Every student is allocated a Personal & Professional Development Tutor (PPDT) in their first year who will not only provide tutorial guidance from the start of your degree but will work with you to identify, develop and articulate your employability skills in your Personal Development Plan which will be closely linked to activities in core modules. The aim is to help you to gain an internship or work placement and future graduate employment. There is also a designated team of advisers who have effective links with industry and will support you to find a relevant placement.

You will also have the opportunity to spend either a year studying at one of our overseas partner Universities or you may combine a semester of study overseas with a one semester work placement overseas. This is not only an exciting experience for you; it helps you to develop a global outlook which is valued by most employers.

Past graduates of a similar specialist HRM degree have found successful employment as: HR Administrator, HR Management Officer, HR Project Support Officer, Staff Learning & Development Co-ordinator, HR Systems Adviser, recruitment consultant, management trainee.

Many students progress to further study on graduation with a view to becoming a CIPD Chartered Member (MCIPD) either by taking the CIPD Diploma at advanced level 7 or a specialist Master's degree in the discipline.

What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These are threshold statements of achievement the learning outcomes broadly fall into four categories:

- The overall knowledge and understanding you will gain from your course (KU)
- Graduate attributes are characteristics that you will have developed during the duration of your course (GA)
- Professional and personal practice learning outcomes are specific skills that you will be expected to have gained on successful completion of the course (PPP)
- Key transferable skills that you will be expected to have gained on successful completion of the course. (KTS)

Level 4 course learning outcomes: upon completion of Level 4 you will be able to:

- L4.1 Work effectively in a group meeting obligations to other group members while demonstrating an understanding of the characteristics, functions and processes of business organisations and economies in a global context (KU)

- L4.2 Use Information Technology, including secure working in an online environment (PPP)
- L4.3 Research business problems using both qualitative and quantitative data, to present information in a useful way (PPP)
- L4.4 Communicate effectively, orally and in writing, in a clear and concise manner and with cultural understanding using a range of media which are widely used in business English and in the language of the degree, recognising that not all are fluent in that language. (KTS)
- L4.5 Demonstrate teamwork and leadership skills (KTS)
- L4.6 Demonstrate a range of intellectual skills and attributes including reflective thinking, research and planning, managing and prioritising own study time to meet set objectives, and structuring a coherent argument with conclusions linked to evidence (KTS)
- L4.7 Show an awareness of cultural differences within organisations and their environments and an understanding of their impact on ethical constraints and dilemmas in relation to personal and national beliefs and values (GA)

Level 5 course learning outcomes: upon completion of Level 5 you will be able to:

- L5.1 Apply suitable HRM theories and models to integrated business practice, to develop business acumen (KU)
- L5.2 Evaluate the impact on organisations of the key global economic and financial issues facing the world today, and be able to propose HR related solutions (KU)
- L5.3 Manage and use information technology in a professional context (PPP)
- L5.4 Conduct research and test theory using a range of analytical skills (PPP)
- L5.5 Communicate effectively in an appropriate medium and style with regard to audience and desired emotional effect (PPP)
- L5.6 Continue to develop reflective learning and also critical thinking, be aware of reliability and validity of research applied (KTS)
- L5.7 Evaluate the impact of business on the wider social environment in relation to ethical and cultural perspectives (GA)

Level 6 course learning outcomes: upon completion of Level 6 you will be able to:

- L6.1 Work collaboratively to apply a cross-cultural perspective on the operational and strategic position of organisations and critically examine policies and strategies that managers may adopt to help organisations adapt in increasingly complex internal and external environments in a global context (KU)
- L6.2 Critically evaluate the strategies that managers use to help organisations adapt in an uncertain or complex environment, and understand people management approaches and their impact on organisational behaviour. (KU)
- L6.3 Apply information and internet based technologies creatively and innovatively (PPP)
- L6.4 Carry out an independent research study on a topic related to human resource management and develop appropriate criteria to identify a range of solutions to a problem (PPP)
- L6.5 Engage in debate in a professional manner using HRM terminology with understanding (KTS)
- L6.6 Work effectively as a member of a team in a professional manner, negotiating, managing conflict and mentoring group members (KTS)
- L6.7 Critically evaluate arguments, assumptions, abstract concepts and data to make own judgements, using a strong conceptual and methodological framework (KTS)
- L6.8 Set criteria for cultural diversity and ethical issues and their impact on self- management and management of others (GA)

How will you learn?

Learning methods

To improve student experience the BA Human Resource Management emphasises active student learning through classes, workshops, problem-based and blended learning designed to engage your interest and to promote your learning. For each module, you will receive a schedule of learning activities: you will need to engage with and complete all of these in order to learn from your experience of the module. Employability and enterprise are strongly embedded in the modules through the use of practical activities.

You will be encouraged to work in groups with other students (we often call these 'learning sets') during classes and for any non-assessed purpose, including revision and examination preparation. This gives you the opportunity to learn from one another and helps you to value the views of others and to learn to give and receive constructive feedback.

Course material will be provided electronically through the virtual learning environment platform (Blackboard) which means you can access learning material when and where you want. Blackboard also allows you to communicate with your group members and your module leader through wikis and blogs.

The Level 4 core module 4BUSS008W Global Business Environment is an integrating module which draws together your knowledge to see the bigger picture of how businesses operate locally and globally. It uses problem-based learning: working in teams, you identify what you need to know, what you already know, and how and where to access new information that may lead to a solution of the problem. This helps you to develop flexibility, knowledge, effective problem-solving skills, self-directed learning, collaboration skills and intrinsic motivation. We use a blended learning approach which combines the best of traditional face to face teaching methods such as classes with the use of on-line resources such as videos, tests and quizzes to improve your learning experience.

Blended-learning is used by leading universities world-wide as it enables you to:

- have a degree of flexibility regarding when you study
- become an independent learner
- clarify confusing topics by reviewing videos of topics (as many times as required)
- revise using multi-media resources and not just your own notes.

Similarly, the final year module 6MNST008W Strategic Perspectives helps you to integrate and apply your knowledge from all areas of your degree through an online business simulation. This 'synoptic assessment' allows you to demonstrate that you understand the bigger picture, by drawing connections between what you have learnt on different modules. At Level 6 there is an expectation that you will take a pro-active, self-directed approach to your own learning.

Teaching methods

Teaching will be informed by our research so giving you the benefit of the knowledge of current theories and, where appropriate, their practical application.

Assessment methods

Assessment is an integral part of your learning process. It is designed to promote initiative and creativity, critical thinking, structure of coherent arguments, evaluation, research and analysis, professional communication skills, effective group work, personal reflection, time management, the ability to meet deadlines, and ability to work under pressure. It is not merely about giving and receiving a mark: rather to ensure that your competences and abilities in business are enhanced.

Every module incorporates 'formative assessment' which you are expected to complete as it provides you with useful feedback so you can reflect on your progress and act on the feedback to prepare for the assessments that count. Formative assessments are important to you as they help you to identify ways in which you can improve and areas of strength to be developed further.

Summative assessment will measure your individual learning and achievement. You can expect to be assessed on the learning outcomes of your course in core modules through coursework in the form of essays, reports, presentations, case studies as well as time constrained in-class tests and exams. Weightings for each assessment element will vary to reflect the nature and level of the module.

Exams develop your ability to work under pressure and will be an advantage to you in preparing you for attempting subsequent professional body examinations. As the exams on this degree contribute to professional body requirements, you will be expected to complete them. Exams will normally be unseen and involve analysis and not merely repeating factual information. Papers may include multiple choice, short answer, essay or data handling sections. Some may use a seen case study. This allows you to demonstrate your learning in a variety of ways.

Our employers tell us that the ability to work effectively as part of a team is an essential skill which they expect graduates to have. In relation to your degree, assessed group work is useful to you as it:

- helps you to become more self-aware, self-critical and self-analytical
- improves the quality of your work by benefiting from the integration of diverse perspectives
- allows you to tackle tasks of greater complexity or carry out tasks in greater depth or breadth than would be the case if you had tackled it on your own

Consequently, assessed group work has been incorporated where it reflects the working practice in that professional area. There will be group assessment at level 6 only in the business simulation of the module 6MNST008W Global Strategic Management.

In each year of your Course, you will complete 'synoptic' assessments which will encourage you to appreciate and apply the full breadth and depth of your knowledge. At Level 4, in 4BUSS008W Global Business Environment, you will draw together your knowledge to see the bigger picture of how businesses operate locally and globally. At Level 5, in 5HURM001W HRM Essentials, you will draw together, and reflect on your learning and skill development on the course and in your life experience. At Level 6, in 6MNST008W Strategic Perspectives, you will integrate and apply your accumulated knowledge from all areas of your degree through a business simulation.

| Graduate Attribute | Evident in Course Outcomes |
|---|--|
| Critical and creative thinker | L4.1, L4.3, L4.4, L4.6, L5.1, L5.2, L5.4, L5.6, L6.2, L6.4, L6.7, L6.8 |
| Literate and effective communicator | L4.2, L4.3, L4.4, L4.5, L4.6, L5.3, L5.5, L6.3, L6.4, L6.5, L6.6, L6.7 |
| Entrepreneurial | L4.1, L5.1, L6.4, L6.7 |
| Global in outlook and engaged in communities | L4.1, L5.1, L5.2, L5.7, L6.1, L6.2, L6.4, L6.6, L6.8 |
| Socially, ethically and environmentally aware | L4.1, L4.7, L5.7, L6.1, L6.7, L6.8 |

Course Structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Undergraduate students study 120 credits per year. Course structures can be subject to change each academic year following feedback from a variety of sources.

Modules are described as:

- **Core** modules are compulsory and must be undertaken by all students on the course.
- **Option** modules give you a choice of modules and are normally related to your subject area.
- **Electives**: are modules from across the either the whole University or your College. Such modules allow you to

broaden your academic experience. For example, where electives are indicated you may choose to commence the study of a foreign language alongside your course modules (and take this through to the final year), thereby adding further value to your degree.

- Additional information may also be included above each level for example where you must choose one of two specific modules.

Modules

Level 4

At Level 4, students must take one elective module.

| Module Code | Module Title | Status | UK credit | ECTS |
|-------------|--|----------|-----------|------|
| 4HURM004W | Accounting Finance and Marketing for Human Resource Management | Core | 20 | 10 |
| 4HURM001W | Analysing and Managing Information for HR | Core | 20 | 10 |
| 4BUSS008W | Global Business Environment | Core | 20 | 10 |
| 4HURM002W | Introduction to Human Resource Management | Core | 20 | 10 |
| 4HURM003W | Introduction to Organisational Behaviour | Core | 20 | 10 |
| | | Elective | 20 | 10 |

Level 5

At Level 5, students must take EITHER two option modules OR one option and one elective module.

| Module Code | Module Title | Status | UK credit | ECTS |
|-------------|--|----------|-----------|------|
| 5HURM004W | Contemporary Employment Relations | Core | 20 | 10 |
| 5HURM001W | HRM Essentials | Core | 20 | 10 |
| 5HURM003W | Resourcing and Talent Planning | Core | 20 | 10 |
| 5HURM002W | Reward Management | Core | 20 | 10 |
| 5HURM006W | Leadership and Management | Option | 20 | 10 |
| 5HURM007W | Sociology of Work and Industry | Option | 20 | 10 |
| 5HURM005W | Work and Organisational Psychology within the HR Context | Option | 20 | 10 |
| | | Elective | 20 | 10 |

Additional Year

The following modules must be passed for the award title "with International Experience"

- 5BUSS013W - WBS International Experience Year Semester 1 (60 credits)
- 5BUSS014W - WBS International Experience Year Semester 2 (60 credits)

The following modules must be passed for the award title "with Professional Experience"

- 5BUSS011W - Professional Placement Project Part 1 (60 credits)
- 5BUSS012W - Professional Placement Project Part 2 (60 credits)

| Module Code | Module Title | Status | UK credit | ECTS |
|-------------|---------------------------------------|--------|-----------|------|
| 5BUSS011W | Professional Placement Project Part 1 | Option | 60 | 30 |

| Module Code | Module Title | Status | UK credit | ECTS |
|-------------|--|--------|-----------|------|
| 5BUSS012W | Professional Placement Project Part 2 | Option | 60 | 30 |
| 5BUSS013W | WBS International Experience Year Semester 1 | Option | 60 | 30 |
| 5BUSS014W | WBS International Experience Year Semester 2 | Option | 60 | 30 |

Level 6

At Level 6, students take EITHER two optional modules, OR one option and one elective module.

| Module Code | Module Title | Status | UK credit | ECTS |
|-------------|---|----------|-----------|------|
| 6HURM002W | Contemporary Developments in Human Resource Development | Core | 20 | 10 |
| 6HURM003W | Employment Law | Core | 20 | 10 |
| 6HURM001W | Human Resource (HR) Analytics | Core | 20 | 10 |
| 6MNST008W | Strategic Perspectives | Core | 20 | 10 |
| 6HURM004W | Assessing and Developing Talent | Option | 20 | 10 |
| 6HURM006W | Coaching and Mentoring in the Workplace | Option | 20 | 10 |
| 6HURM005W | Cultural Differences and People Management | Option | 20 | 10 |
| | | Elective | 20 | 10 |

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot register for your first choice of option modules.

Professional body accreditation or other external references

The BA (Hons) Human Resource Management is a CIPD recognised degree. On successful completion of the degree graduates will have access to active CIPD membership that gains them Associate membership of the professional body, The Chartered Institute of Personnel and Development, this is the professional body for Human Resource professionals.

Course management

The BA (Hons) Human Resource Management degree has a designated Course Leader whom you will meet during your first week and who is available for consultation during weekly office hours throughout the year or by appointment. You take modules, normally in common with students from your course, which each have a Module Leader who is responsible for the smooth running of that module. Module Leaders are usually available during term-time during their office hours or by appointment. The degree is one of a number offered by Westminster Business School and you will be part of a vibrant academic community with access to a full programme of additional classes and social events organised by our student societies. At all levels of your university study you will have a Personal and Professional Development Tutor who will help and guide you through the complexities of life at University.

Academic regulations

The current Handbook of Academic Regulations is available at westminster.ac.uk/academic-regulations.

Course specific regulations apply to some courses.

Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate

and collaborate with staff and other students. Further information on Blackboard can be found at <https://www.westminster.ac.uk/current-students/studies/your-student-journey/when-you-arrive/blackboard>

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](https://www.westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught in their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

Support Services

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. Further information on the advice available to students can be found at <https://www.westminster.ac.uk/student-advice>

The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at <https://www.westminster.ac.uk/students-union>

How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel. University Panels normally include internal peers from the University, academic(s) from another university, a representative from industry and a Student Advisor.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the evidence of student surveys, student progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course and make changes where necessary.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with revalidation panels to provide feedback on their experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been running.

How do we act on student feedback?

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Course representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the course representatives.
- There are also School Representatives appointed jointly by the University and the Students' Union who meet with senior School staff to discuss wider issues affecting student experience across the School. Student representatives are also represented on key College and University committees.;
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate, if they take full advantage of the learning opportunities that are provided. This specification is supplemented by the Course Handbook, Module proforma and Module Handbooks provided to students. Copyright in this document belongs to the University of Westminster. All rights are reserved. This document is for personal use only and may not be reproduced or used for any other purpose, either in whole or in part, without the prior written consent of the University of Westminster. All copies of this document must

