Level 2
PERSONNEL SKILLS

Student Profile

This programme is designed for people who wish to gain an understanding of principles and practice of personnel skills. No prior knowledge is required.

Objectives

The objectives of the course are to:

- Understand the importance of maintaining accurate personnel records
- Identify the legal requirements of data protection and use of data
- Locate sources of further information and keep abreast of legislation
- Assist in conducting an effective recruitment and selection process
- Contribute to an effective induction process
- Appreciate the concept of self-development, and action planning
- State the difference between disciplinary, capability and grievance procedures
- Understand basic employment legislation including health & safety, equal opportunities and diversity

Study Method

The course is designed for study by distance learning at work or at home. Students receive course manual, assignments and studyguide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of enrolment.

Assessment

Each element is followed by a written assignment, which is submitted and marked by your tutor. There is no external examination required.

Price and Payment Methods

Please refer to current price list

Course Certification

At the end of this course successful learners will receive a Certificate of Achievement by ABC Awards and a Learner Unit Summary (which lists the details of all the units you have completed as part of your course).

The course has been endorsed under the ABC Awards' Quality Licence Scheme. This means that Kendal Publishing has undergone an external quality check to ensure that the organisation and the courses it offers, meet certain quality criteria. The completion of this course alone does not lead to an Ofqual regulated qualification but may be used as evidence of knowledge and skills towards regulated qualifications in the future.

The unit summary can be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this sector. To this end the learning outcomes of the course have been benchmarked at Level 2 against level descriptors published by Ofqual, to indicate the depth of study and level of difficulty involved in successful completion by the learner.

The course itself has been designed by Kendal Publishing to meet specific learners' or employers' requirements. ABC Awards' endorsement involves a robust and rigorous quality audit by external inspectors to ensure quality is consistently met. A regular review of courses is carried out as part of the endorsement process.

ABC Awards is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government.

Course Duration

Students may register at any time and have a full year to complete their studies. The course will take around 60 hours of study to complete.

Pack/Course Contents

Your study pack is dispatched in full at the time of enrolment and provides all you need to complete your studies:

- Studyguide
- Comprehensive study notes for each element of the course
- Self-assessment activities
- Assignments
- Tutor support
- Assignment marking & feedback
- Certification

Course Content

The course is divided up into six units, as follows:

Unit 1: Records, Systems and IT

- Initiating and maintaining accurate records
- Manual and computerised systems
- IT software and application in Personnel
- Data Protection Act 1998
- Email and use of the Internet within Personnel

Unit 2: Recruitment and Selection

- The importance of recruitment and selection
- Overview - Recruitment process

- Selection process and making an Offer
- Induction
- Evaluation

Unit 3: Personal Development

- Introduction
- Self-Development in the workplace
- Negotiations, and influence
- Time management
- Continuing Professional Development

Unit 4: Employee Relations

- Managing employee relations
- Interviewing Skills
- Grievances in the workplace
- Disciplinary matters
- Employee involvement

Unit 5 : Training and Development

- Identifying training needs
- Designing and delivering training
- How and when to seek outside training

Unit 6 : Legislation in Personnel

- Employment Legislation
- Civil Law
- Employee protection rights
- Trade Unions and redundancy
- Other legislation