Title:	Human Resources Compliance and Policy
Level:	4
Credit value:	3
GLH:	20
Unique Reference Number:	F/652/3011
Sector Subject Area:	15.3 Business Management
Aim:	To equip learners with the knowledge to understand human resources compliance and policy.
Assessment Type:	This unit will be assessed through an internally set and internally marked portfolio of evidence. Assessment of practical skills must take place during normal work activities.

Learning outcomes
The learner will:

1. Understand compliance in human resources.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand compliance in human resources.

The learner must understand:

1.1. The **meaning** of **compliance** in human resources.
1.2. **Why** compliance is **important.**
1.3. **Key areas** of **compliance** relevant to human resources practice.

2. Understand human resources policies and procedures.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand human resources policies and procedures.

The learner must understand:

2.1. The **purpose** of human resources policies and procedures.
2.2. **How** policies support **consistent practice**.
2.3. **How** policies are **developed** and **maintained.**

3. Understand the legal and ethical responsibilities.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand legal and ethical responsibilities.

The learner must understand: 3.1. **Key legal responsibilities** in human resources. 3.2. The **role** of **ethics** in human resources decision-making. 3.3. The **impact** of **non-compliance** on employees and organisations.
4. Apply policy and compliance principles.
Delivery content: The aim of this learning outcome is to provide learners with the skills to be able to apply policy and compliance principles. The learner must be able to: 4.1. Review a policy or compliance issue. 4.2. Recommend appropriate action in response to the issue. 4.3. Justify the action in relation to legal and organisational requirements.

Scope of Training The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.	
Requirements	
1.1. The **meaning** of **compliance** in human resources.	• Adhering to legal requirements • Following employment laws. • Adhering to workplace procedures. • Ensuring equal and ethical treatment. • Preventing legal and organisational issues. • Ensuring safe, fair and responsible human resources decisions.
1.2. **Why** compliance is **important.**	• Reduces risk of legal action. • Protects employee rights, ensures fair treatment. • Builds reputation, trust and credibility. • Ensures fair human resources practices. • Supports effective operations.
1.3. **Key areas** of **compliance** relevant to human resources practice.	• **Employment Law** – Follow workplace regulations. • **Equality** – Prevent discrimination and unfair treatment. • **Health and Safety** – Protect employee wellbeing. • **Data Protection** – Secure employee information. • **Contracts** – Maintain accurate employment terms. • **Policies and Procedures** – Apply rules consistently.
2.1. The **purpose** of human resources policies and procedures.	• Provide clear workplace expectations. • Ensure fair, consistent decision-making. • Compliance with legal requirements. • Reduces risk and prevent workplace issues.

	• Help support managers and employees.
2.2. **How** policies support **consistent practice**.	• Ensure standard practice and rules are applied equally. • Promote fairness, reduces bias in decisions. • Provide clear expectations. • Define responsibilities and processes. • Support lawful human resources practices.
2.3. **How** policies are **developed** and **maintained.**	• **Research** – Review legal requirements and best practice. • **Draft** – Create clear policy guidelines. • **Consult** – Involve managers and employees. • **Approve** – Gain organisational agreement. • **Communicate** – Share policies with employees. • **Review** – Update policies regularly.

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