Title:	Human Resources Principles and Strategy
Level:	4
Credit value:	3
GLH:	20
Unique Reference Number:	M/652/3007
Sector Subject Area:	15.3 Business Management
Aim:	To equip learners with the knowledge to understand human resources principles and strategy.
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 core human resources principles.

Delivery content:

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

The learner must understand:

1.1. The **key principles** of **human resources management**.
1.2. The **role** of human resources in supporting organisational success.
1.3. How **fairness, consistency, compliance**, and **ethics influence** human resources practice.

2. Understand human resources strategy.

Delivery content:

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

The learner must understand:

2.1. What is **meant** by **human resources strategy.**
2.2. **How** human resources strategy **aligns** with **organisational objectives.**
2.3. The **importance** of **integrating human resources** activity with **business planning.**

3. Understand strategic human resources practices.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand strategic human resources practices. The learner must understand: 3.1. **Key areas** of **strategic** human resources practice. 3.2. **How** workforce planning **supports organisational needs.** 3.3. The **role** of **employee engagement** and **capability** in **performance**.
4. Apply human resources principles to decision-making.
Delivery content: The aim of this learning outcome is to provide learners with the skills to be able to apply human resources principles to decision-making. The learner must be able to: 4.1. Use relevant information to support human resources decisions. 4.2. Evaluate the impact of human resources decisions on employees and the organisation. 4.3. Recommend appropriate human resources actions in response to a given organisational issue.

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 **key principles** of **human resources management**.	• Fairness, treat everyone equally. • Legal Compliance, follow employment laws. • Recruitment. • Training and development. • Performance, setting goals and giving feedback. • Engagement, keeping employees motivated. • Provide fair pay and recognition. • Support employee health and wellbeing. • Communication. • Confidentiality. • Diversity inclusion and respect. • Conflict Resolution, resolve issues fairly and promptly.
1.2. The **role** of human resources in supporting organisational success.	• Recruitment – Attract and hire skilled employees. • Retention – Keep talented staff. • Training – Develop employee knowledge and skills. • Performance Management – Improve individual and team performance.

	• Employee Engagement – Boost motivation and productivity. • Legal Compliance – Ensure employment laws are followed. • Workforce Planning – Match staffing levels to business needs. • Employee Relations – Promote positive workplace relationships. • Wellbeing – Support a healthy and productive workforce. • Organisational Change – Help employees adapt to change.
1.3. How **fairness, consistency, compliance**, and **ethics influence** human resources practice.	• Fairness – Promotes equal treatment and reduces discrimination. • Consistency – Ensures reliable and unbiased HR decisions. • Compliance – Prevents legal risks and protects employee rights. • Ethics – Encourages trust, integrity, and responsible behaviour.
2.1. What is **meant** by **human resources strategy.**	• Links people management with organisational goals. • Ensures the right people are available when needed. • Attracts, develops, and retains employees. • Supports employee and organisational success. • Builds commitment and motivation.
2.2. **How** human resources strategy **aligns** with **organisational objectives.**	• Matches employee needs with business goals. • Builds skills needed for future success. • Aligns employee goals with organisational targets. • Attracts people with the right skills and values. • Supports organisational values and priorities.
2.3. The **importance** of **integrating human resources** activity with **business planning.**	• Ensures the right workforce is available. • Links employee efforts to business objectives. • Improves workforce efficiency and resource use. • Prepares employees for future needs • Supports growth, performance, and competitiveness.
3.1. **Key areas** of **strategic** human resources practice.	• Plan future staffing needs. • Recruitment to attract and select talent. • Learning and development. • Performance Management. • Development and retention of high performers. • Maintain positive workplace relationships.
3.2. **How** workforce planning **supports organisational needs.**	• Ensures employees have the right skills and capabilities. • Matches staffing levels to demand. • Anticipates future workforce needs. • Reduces overstaffing and shortages. • Supports continuity smooth operations.
3.3. The **role** of **employee engagement** and **capability** in **performance**.	• Increases motivation, commitment and effort. • Improves ability to complete tasks effectively. • Enhances individual and team performance. • Encourages ideas and problem-solving. • Reduces turnover and keeps talent.

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