Title:	Human Resources Systems and Data
Level:	4
Credit value:	2
GLH:	20
Unique Reference Number:	H/652/3012
Sector Subject Area:	15.3 Business Management
Aim:	To equip learners with the knowledge to understand human resources systems and data.
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 human resources systems and data.

Delivery content:

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

The learner must understand:

1.1. The **purpose** of human resources **systems.**
1.2. The **role** of **data** in human resources practice.
1.3. **Why accurate** human resources information is important.

2. Understand human resources records and reporting.

Delivery content:

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

The learner must understand:

2.1. **Types** of human resources **records** and **reports.**
2.2. The **importance** of **accurate** record keeping.
2.3. **How** human resources reports **support decision-making**.

3. Understand the use of human resources data.

Delivery content:

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

The learner must understand: 3.1. **Types** of human resources **data** used by organisations. 3.2. **How** human resources data **can support planning** and **improvement.** 3.3. The **benefits** and **risks** of using human resources data.
4. Apply human resources systems and data principles.
Delivery content: The aim of this learning outcome is to provide learners with the skills to be able to apply human resources systems and data principles The learner must be able to: 4.1. Review a human resources information need or issue. 4.2. Recommend appropriate use of data or system information. 4.3. Justify recommendations in relation to organisational needs.

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 **purpose** of human resources **systems.**	• Manage information safely and securely. • Efficient human resources processes. • Comply with legal requirements. • Provide accurate workforce data. • Manage human resources services effectively.
1.2. The **role** of **data** in human resources practice.	• Supports informed human resources decisions. • Identifies and supports workforce needs. • Tracks employee performance progress. • Ensures accurate records. • Supports legal compliance.
1.3. **Why accurate** human resources information is important.	• Ensures legal and regulatory requirements are met. • Supports accurate workforce decisions. • Maintains reliable employee records. • Reduces errors and delays.
2.1. **Types** of human resources **records** and **reports.**	• Employee Records – Personal and employment details. • Attendance Records – Working hours, absence, and leave. • Payroll Reports – Pay and benefits information. • Performance Records – Goals, reviews, and feedback. • Training Records – Skills and development activity. • Recruitment Reports – Applications and hiring data.

2.2. The **importance** of **accurate** record keeping.	• Meets legal and regulatory requirements. • Ensures safe, reliable information. • Supports effective planning and decision making • Reduces errors and duplication. • Maintains confidentiality and protects employee information.
2.3. **How** human resources reports **support decision-making**.	• Provides workforce information. • Supports staffing and resource decisions. • Identifies performance trends and improvements. • Helps manage budgets and resources. • Guides future human resources decisions.
3.1. **Types** of human resources **data** used by organisations.	• Employee Data – Personal and employment details. • Attendance Data – Absence and working patterns. • Performance Data – Goals and review results. • Recruitment Data – Applicants and hiring activity. • Training Data – Skills and development records. • Reward Data – Pay and benefits information.
3.2. **How** human resources data **can support planning** and **improvement.**	• Identifies future staffing needs. • Highlights areas for training, development and performance improvement. • Enables evidence-based improvements.
3.3. The **benefits** and **risks** of using human resources data.	• Better Decisions – Supports informed planning; ○ **risk**: inaccurate data. • Improved Efficiency – Streamlines HR processes; ○ **risk:** system errors. • Compliance – Supports legal requirements; ○ **risk**: data breaches. • Insights – Identifies trends; ○ **risk:** misinterpretation. • Security – Protects information; ○ **risk**: unauthorised access.

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