

SFEDI[®] AWARDS THE AWARDING ORGANISATION
FOR ENTERPRISE

QUALIFICATION PURPOSE STATEMENT

**LEVEL 3 CERTIFICATE IN EFFECTIVE HUMAN
RESOURCES**

601/8447/4

WHO IS THIS QUALIFICATION FOR?

This vocational qualification is aimed at those who wish to work within a human resources role.

The role of human resources is important to support the sustainability and growth of business through ensuring that the staffing resources are in place in order to support the business's strategic vision and strategy.

The qualification develops knowledge and skills in the core strands of the HR role and looks to further develop this through an understanding of the part technology can play in the HR function, how the HR role can support the creation of an innovative and creative culture and also how to deal with potentially challenging situations involving the risk of aggression within the workplace.

WHAT DOES THIS QUALIFICATION COVER?

This is a Regulated Qualifications Framework (RQF) regulated qualification, containing 11 optional units and the minimum amount of time you will need to spend to complete your qualification is 140 hours.

The optional units cover:

Unit Title	Reference Number	Mandatory/Optional	Unit Level	Credit Value	Guided Learning (hours)
Managing Personal Information within a Business	R/508/0701	O	3	2	10
This unit will support the understanding of what data needs to be collected to support people management practices within a business, how this information should be recorded, managed and stored and also how to analyse people's personal information and present findings to inform decision making within a business					
Evaluate and Develop Own Practices in People Management	Y/508/0702	O	3	4	20
This unit will support the understanding of what is required to be an effective people manager, how to deliver timely and effective people management services and also how to reflect on your own personal and professional skills and how to develop these					
Understand a Business and the Role of People Management	D/508/0703	O	3	4	20
This unit will support the understanding of the aims and objectives of a business and the environment it operates in, the structure, culture and functions of a business and how people management activities can support a business					
Recruiting People for a Business	H/508/0704	O	3	6	30
This unit will support the understanding of influencing factors that affect the selection and recruitment of staff, the processes involved in the selection and recruitment of staff, how to contribute to the recruitment and selection interviewing process and the importance of an effective induction programme					
Supporting Change within a Business	K/508/0705	O	3	3	15
This unit will support the understanding of why a business may need to change and how this can affect its operations, the key factors involved in the change process and the different ways change can be managed and the impact of change on people within a business					

Performance Management in a Business	M/508/0706	0	3	6	30
This unit will support the understanding of the importance of an appraisal system in driving forward the successes of a business, how to explain the relationship between performance management and incentive schemes, how to contribute to effective performance and incentive management in a business and how to conduct and evaluate a performance review					
Managing Employees and their Rights	T/508/0707	0	3	6	30
This unit will support the understanding of the impact of employment law at the start of the employment relationship, the main individual rights that the employee has during the employment relationship and the disciplinary and redundancy procedures					
Delivering Learning Activities	A/508/0708	0	3	6	30
This unit will support the understanding of how to create an environment conducive to learning, how to place and deliver a learning activity for individuals and groups and how to evaluate learning activities					
Managing the Risk of Aggressive and Challenging Behaviour in the Workplace	R/508/1699	0	3	3	30
This unit will support the understanding of the behaviour that indicates an escalation towards aggressive and violent behaviour in the workplace and how to take appropriate measures to avoid, decelerate and/or de-escalate aggressive or violent situations in the workplace					
The Role of HR in Encouraging Innovation and Creativity Within Business	M/508/1712	0	3	3	30
This unit will support the understanding of what is meant by innovation and creativity, how a culture of innovation and creativity is developed within an organisation and how the HR function can support the development of a culture of innovation and creativity					
Digital and Information Technologies for HR	L/508/1703	0	3	3	30
This unit will support the understanding of the use and scope of digital and information technologies in business and the impact and influences of digital and information technologies on the HR function					

HOW CAN I ACCESS THIS QUALIFICATION?

This qualification can be accessed via one of the SFEDI Awards approved delivery centres, the qualification is not available through an Apprenticeship, but you may be able to access help towards the costs of your learning via an Advanced Learner Loan.

SFEDI Awards applies to the relevant government organisations so that colleges and training providers are able to make use of public funding to support the delivery of our qualifications through learning loans, apprenticeships and the adult learning budget as appropriate.

To see if this qualification is eligible for public funding you should speak with your college or training provider who will be best placed to advise you.

WHO SUPPORTS THIS QUALIFICATION?

In recognition of the development work and the knowledge and skills development provided by the qualification, the Institute of Enterprise and Entrepreneurs has agreed to provide one year's free study membership to any learner undertaking this qualification through SFEDI Awards.

ARE THERE OTHER QUALIFICATIONS I COULD COMPLETE INSTEAD?

The table below outlines this qualification and possible follow on learning opportunities that are available through SFEDI Awards.

QUALIFICATION NAME	CREDIT VALUE	GUIDED LEARNING HOURS
Level 3 Certificate in Effective Human Resources	15	90
Level 3 Diploma in Effective Human Resources	37	185
Level 4 Diploma in Business Management	123	788

Further information and support can be accessed by speaking to a member of the SFEDI Awards team.