

"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

At the end of the course you will be able 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 independent study at work or at home. Learners receive course manual, assignments and study-guide 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 then marked by your tutor. There is no external examination required.

Course Accreditation

At the end of this course successful learners will receive a level 2 NCFE Award certificate of achievement. That means that it is independently accredited at a level of learning equivalent to level 2 on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland. The course is provided in conjunction with Kendal Publishing Limited - a licensed NCFE centre.

NCFE is recognised as an awarding body by the qualification regulators for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

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:

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

Price and Payment Methods

Please refer to current price list or call for details.

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Course Content

The course is divided up into five modules, as follows:

Module 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

Module 2: Recruitment and Selection

- The importance of recruitment and selection
- Overview - Recruitment process
- Selection process and making an Offer
- Induction
- Evaluation

Module 3: Personal Development

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

Module 4: Employee Relations

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

Module 5: Legislation in Personnel

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



Course Provider





Accreditation Body

Training Provider details:

Focus Coaching and Training



 0116 215 5559

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