



**BRENTWOOD**  
OPEN LEARNING COLLEGE

**DIPLOMA IN**

**HUMAN RESOURCE  
MANAGEMENT**

Web: [www.bolc.co.uk](http://www.bolc.co.uk)

Email: [admissions@bolc.co.uk](mailto:admissions@bolc.co.uk)

## Course Introduction:

**Human Resource Management Diploma offered by BOLC will help you develop the knowledge, skills and methodology necessary to meet the human resource challenges of today's' fast paced work environment.**

The programme will help you develop a strong foundation in current HR best practices and will prepare you to lead the strategic deployment of human capital for all sorts of organizations.

Course Benefits	BOLC Diploma
Accredited Course	✓
Full Tutor Support	✓
Delivered through distance learning	✓
Self paced, no fixed schedules	✓
Available to students any where in the world	✓
Interest Free Fee Instalments	✓

“ I am half way through this course and I have found it very interesting. I would recommend this course to all who are either starting out in HR, or those who have been practicing in HR already . Overall I am very pleased with the course and have found it of great benefit.”

**Daryl Gibbs**



**Course Duration:** 1 Year (Flexible)

**Entry Requirement:**

There is no particular entry requirement for this course.

**Course Accreditation:**

Diploma in Human Resource Management (Level 4)

**Awarding Body:** ABC Awards

**Fee Schedule:**

Total Fee: **£560** (Including Admission Fee)

Admission Fee: **£104**

**12 Monthly Instalments: £38 / Month**

There is **£100** discount if fee is paid in full.

**Discounted fee: £460**

**ABC awards**  
Part of the emftec group

**Quality Licence  
Scheme**



**UNIT 1****Introduction to Human Resource Management**

The Objective of HRM  
 Scope of HRM  
 What is Strategic HRM?  
 Functions of the HRM

**UNIT 2****Human Resource Planning**

What is HR Planning?  
 Objectives of the HR Planning  
 Importance of HR Planning  
 Planning for Specific Purposes  
 HR Planning Process  
 Five Phases for HR Planning

**UNIT 3****Recruitment & Selection**

Introduction  
 What is Recruiting?  
 The Recruitment Process

**UNIT 4****Staff Training & Development**

What is Training?  
 Typical Areas of Employees Training  
 Assessing the Cost Effectiveness of Training

**UNIT 5****Performance Management**

Goals of Performance Appraisal  
 The Performance Appraisal Process  
 Benefits of Performance Appraisal  
 Performance Appraisal Methods  
 Features of 360 Degree Appraisal  
 Succession Planning  
 Effective Performance Appraisal

**UNIT 6****Rewarding Employees**

Motivational Aspects  
 Reward Systems  
 Types of Incentives and Rewards  
 Team-Based Rewards  
 Employee Ownership  
 Reward Strategies  
 Developing a Pay Structures

**UNIT 7****Absence & Attendance Management**

Process and Causes of Absence  
 Training and Support for Line Managers  
 Use of Disciplinary procedures  
 Occupational Health Support, Health Promotion and Well-Being

**UNIT 8****Equal Opportunity and Diversity**

Discrimination on Grounds of Sex or Marital Status  
 Managing Diversity  
 Disability Requirements

**UNIT 9****Health, Safety and Welfare**

HRM and Health, Safety and Welfare  
 Health and Safety Law  
 Managing Health and Safety at Work  
 Assessing the Risk  
 Health Safety Audits  
 Occupational Health Programmes  
 Managing Stress & Emotional Welfare

**UNIT 10****Grievance Procedure, Discipline and Dismissal**

Causes of Grievances  
 Effects of Grievance  
 Disciplinary Procedure  
 Procedural Sequence  
 Grievance Procedure  
 Dismissal

**UNIT 11****Employee Relations**

Concept and Scope of Industrial Relations  
 Functions and Objectives of Industrial Relations  
 Policy Areas  
 Dealing with Unions and Associations  
 Forms of Trading Unions

# Your Learning Experience - FAQs

## How is the course delivered?

Guided learning hours for the course are 200 to 250. The course is flexible you can work according to your own schedule. The course is assignment based after each course unit you will complete an assignment which you will submit to your tutor for marking. The tutor will mark the assignment and will upload feedback on the portal within 10 working days of the assignment being submitted. On successful completion of the unit you will move on to the next unit and this you will complete your course. There is no formal exam to take at the end.

## How will I study?

When you enrol on this course you are assigned a personal expert tutor, to guide and encourage you throughout your studies with the College. Your tutor will be available throughout your course to give you help with specific issues, and difficult topics. Relevant practical exercises and projects are introduced throughout the course aimed at applying the theory and skills learnt.

## What is so special about this course?

This is a unique course. We start from the very basics and give you all the essential knowledge required for working in the field successfully.

## What support do students get?

### Learning Material

All the core learning material will be provided to you from the college. You don't have to buy any text books. However we encourage our students to conduct their own further reading.

### Additional Supporting Material

Additional support material and useful links are available on the LMS (Learning Management System) for further reading.

### Tutor Support

When you enroll on any of our courses you are assigned a personal tutor to support you with your studies. You complete all this work under the supervision and guidance of your tutor who provides you feedback on your assignments and course work on regular basis throughout your course.

### Online Discussion Forum

Our online forums enable you to share ideas with other students and support each other throughout your studies. Tutor's regularly review the forums and reply to student's questions or concerns.

## Is the course accredited?

This course has been accredited under ABC Awards QLS (Quality License Scheme) by Brentwood Open Learning College. ABC Awards is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government for their qualifications on the national framework i.e. the Qualifications and Curriculum Framework (QCF). It has a long established reputation for developing and awarding high quality vocational qualifications across a wide range of industries.

As a registered charity, ABC Awards combines 180 years of examination and assessment expertise but also implements a responsive, flexible and innovative approach to the needs of our customers.

## How much does it cost?

The full course fee is **£560**

There are two Options available for you.

### Option 1

When paying full fee in advance you will get **£100** fee discount and will pay **£460** for the complete course.

### Option:2

When paying in instalments you will pay **£560** for the complete course. This fee will be paid according the following schedule:

At the time of admission **£104**. Then **12** instalments of **£38** each.

**The fee covers complete cost of your course which includes: the cost of registration, course study material, tutor support and certification fee.**

## Payment Methods

We at BOLC offer you the variety of payment methods to make the payment process easily manageable. You can choose any of the following methods to pay your fee:

- ☞ **Credit or Debit Card**
- ☞ **PayPal**
- ☞ **Bank Transfer**

## Can I pay my fees in instalments?

Yes, you can pay your fee in up to 12 interest free monthly instalments. However there is special fee discount available for those paying in full at the time of admission.

## Career opportunities

There are different types of jobs for which you may be considered:

- HR adviser
- HR assistant
- HR manager
- HR administrator
- HR and training manager
- HR case adviser
- HR development assistant
- Compensation and benefits analyst
- Training and development manager

## How to Apply?

### Online:

You can enroll online by completing the **Apply Online** form on **[www.bolc.co.uk](http://www.bolc.co.uk)**

OR

### Email:

You can contact us on **[admissions@bolc.co.uk](mailto:admissions@bolc.co.uk)** and we will send you all the course information along with the application form which you can fill in and return to us on the same email. After processing your application form we will send you an invoice for the payment of your fee along with guidance on making payment.



**Apply Now!**



# CONTACT US

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