

Certificate in Principles of Human Resource Practice

Summary

This qualification provides you with a firm foundation in the most common areas of human resource (HR) and will assist you in developing essential HR skills. It will provide you with the knowledge and skills for working in an HR role and is aimed at those who are new to HR or who are looking to further their HR career with a professional qualification.

Course Provider	NCC Home Learning Warwick House, Riverside Business Park, Benarth Road, Conwy LL32 8UB 0333 3445 690 www.ncchomelearning.co.uk
Qualification Accreditation	Skillsfirst (RQF)
Academic level	3
PET entry requirements	Level 2 English
Format of course material	Paper-based (or file transfer on request)
Structure of course	<p>Seven Units:</p> <ul style="list-style-type: none"> • Introduction to Human Resources practices • Introduction to employment legislation • Understanding employee rights and obligations • Understanding the management of employees' performance • Principles of employee motivation, commitment and engagement • Understanding recruitment and selection • Understanding on-boarding, induction, training and development
Assignments	7 written assignments, all sent to learner at start of course. Assignments to be submitted one by one for feedback. Feedback is given within 10 days.
Exam	No
Estimated completion time	260 hours
Maximum course duration	12 months from purchase date
Prison support requirements	Support assessment submission (ideally scan to the tutor or post). It is recommended to make copies in case assignments get lost; contact supplier for tutor support or more info on assignment submission. See contact details are above in the 'Course provider' section.
Supplier tutor's support	Tutors will mark assignments and answer learner questions by email (via prison staff) or letter directly from learners.

Certificate	A certificate will be posted out to the learner upon completion of course.
Progress	To discuss any progression routes, call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).