

# Open Awards Qualification Unit



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## 1 Unit Details

Unit Title:	Introduction to Human Resources
Unit Reference Number:	Y/507/5256
Level:	Level 2
Credit Value:	3
Minimum GLH:	24

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the objectives of the human resources function in the workplace	1.1 Describe the different objectives of the human resources function in the workplace
2. Understand the importance of effective recruitment	2.1 Describe the value to an organisation of effective recruitment
	2.2 Describe the key activities involved in a fair and effective recruitment process
3. Understand the tools used for effective planning and management of a workforce	3.1 Describe how induction, training and appraisal are used for effective planning and management of a workforce
4. Understand the importance of equal opportunities and valuing diversity in the workplace	4.1 Describe the main reasons for an equal opportunities policy in the workplace
	4.2 Describe the main elements of the different types of legislation used to bring equality to the workplace