

# Human Resource Management

Are you looking for a professional qualification which will help you in your career?

Do you want a qualification that leads directly to a university degree course?



## Why study human resource management?

The effective management of an organisation's human resources is now recognised as a critical component in the success of public and private enterprises. Irrespective of size, the presence of well-trained and highly-motivated staff will enable organisations to meet the fresh challenges that are part of a rapidly changing business environment.

The Association of Business Executives (ABE) offers three levels of qualification in human resource management to improve your knowledge and skills. The programme starts with the Level 4 Diploma in Human Resource Management and enables you to progress through the Level 5 Diploma up to the Level 6 Diploma. There is also a Level 6 Extended Diploma which combines the Level 5 and Level 6 Diplomas into a single qualification.



### ABE qualifications are:

- Practical professional qualifications which will help you find a job or obtain a promotion
- Officially recognised for university entrance by more than 80 universities worldwide, and also accepted by many more, for entry onto the first, second or final year of study (depending on the QCF level of ABE qualification)
- High quality as ABE is recognised by Ofqual, the UK's regulatory authority, as well as equivalent bodies worldwide
- Listed on the UK's Qualifications and Credit Framework (QCF) of regulated qualifications
- Taught to 50,000 students worldwide every year by hundreds of colleges which between them offer a range of flexible study options (full time, part time, distance learning or self-study)
- Provided with comprehensive student support information including study tips, study manuals, past exam papers, specimen answers, recommended reading lists and a quarterly magazine available online or in print
- Flexible, as the optional units enable you to specialise in the areas that particularly interest you, units can be studied in any order, and many units are common to more than one programme, so you can very easily switch between qualifications or take a second qualification at the same level
- Cost-effective because ABE is a not-for-profit organisation so it endeavours to ensure that its prices are always as affordable as possible, plus taking an ABE qualification to fast track to university can give you significant savings

## ? What do the levels mean?

The levels refer to the 'level of learning' required to complete the qualification. Qualifications at the same level are therefore broadly similar (or comparable) in the level of learning required. Thus the ABE Level 6 Diploma is rated at Level 6 on the Qualifications and Credit Framework (QCF), the same as a UK Bachelors degree.

QCF Level	Other qualifications at the same level
Level 3	UK 'A' level, BTEC National Certificate
Level 4	BTEC Professional Diploma
Level 5	UK Foundation Degree, HND
Level 6	Bachelors Degree
Level 7	Masters Degree

## Level 4 Diploma

### Compulsory units

- Introduction to Business
- Managing People
- Personnel Administration
- Introduction to Business Communication

### Entry requirements

Open entry, and you must be competent in English (IELTS 5.0 minimum) and Mathematics

## Level 5 Diploma

### Compulsory units

- The Business Environment
- Human Resource Management
- Organisational Behaviour
- Human Resource Development
- People Planning and Resourcing
- Employment Relations

### Optional units (choose two)

- Principles of Business Law
- Quantitative Methods for Business Management
- Managing the Customer Relationship
- Personnel Information Systems

### Entry requirements

One of the following:  
 - Any ABE Level 4 Diploma or equivalent  
 - Any Level 3 qualification or equivalent  
 - 2 years' relevant work experience  
 And you must be competent in English (IELTS 5.0 minimum) and Mathematics

## Level 6 Diploma

### Compulsory units

- Strategic Human Resource Management
- Managing Organisational Change & Development
- Performance Management and Reward

## Level 6 Diploma (Continued)

### Optional units (choose two)

- Corporate Strategy and Planning
- Managing in Organisations
- Project Management

### Entry requirements

One of the following:  
 - Any ABE Level 5 Diploma or equivalent qualification  
 - A degree or equivalent  
 And you must be competent in English (IELTS 5.0 minimum) and Mathematics

## Level 6 Extended Diploma

### Compulsory units

- The Business Environment
- Human Resource Management
- Organisational Behaviour
- Human Resource Development
- People Planning and Resourcing
- Employment Relations
- Strategic Human Resource Management
- Managing Organisational Change & Development
- Performance Management and Reward

### Optional units (Choose two units from)

- Principles of Business Law
- Quantitative Methods for Business Management
- Managing the Customer Relationship
- Personnel Information Systems

### (and two units from)

- Corporate Strategy and Planning
- Managing in Organisations
- Project Management

### Entry requirements

One of the following:  
 - Any ABE Level 4 Diploma or equivalent  
 - Any Level 3 qualification or equivalent  
 - 2 years' relevant work experience  
 And you must be competent in English (IELTS 5.0 minimum) and Mathematics

