



Manchester
Metropolitan
University

Business School

BA (Hons) Human Resource Management

Full-time and Sandwich
2012 Entry



Approved Centre



BA (Hons) Human Resource Management student Lucy Green, at the launch of the Olympic Games Time Ambassador Scheme.

The BA (Hons) Human Resource Management degree is designed for anyone who has an interest in business and would like to develop the skills and knowledge to successfully motivate, manage and lead people.

Human resource management (HRM) is a key business area because attracting, training and retaining the right staff directly impacts on the performance of a business. Consequently most organisations and companies invest in their human resources (HR) departments and smaller companies will either employ someone with HR knowledge or out-source this element of their business to a HR consultancy.

The role of a HR professional can be very diverse and you can choose to specialise in a particular field or work across a number of areas such as recruitment and selection, equality and diversity, training (including becoming a trainer or organising training events and conferences), staff benefits, policy development, employee relations and community involvement.

This course focuses on organisation, management, HR strategy and how leaders develop and motivate their employees to achieve high standards of performance. This includes developing your personal, interpersonal, coaching, mentoring and group skills so that you can become an effective manager in any business sector.

You will also study 'big picture' issues such as the relations between employers and employee organisations (for example, trade unions) the structure of labour markets, and the wider impact an organisation can have on a variety of stakeholders, such as the local community in which it operates.

Many businesses and organisations recruit staff from different cultures and nationalities and some have operations based in Europe and overseas. Cross-cultural management skills are incorporated into this degree and through

the University's Uniwide language scheme you can study a language as part of your course. The languages available are: Arabic, Chinese, English as a Foreign Language (for students whose first language is not English), French, German, Italian, Japanese and Spanish.

Special Features

- This is a dual award and on graduating you will receive the Chartered Institute of Personnel and Development (CIPD) Intermediate Level Diploma as well as your degree www.cipd.co.uk.
- The degree is taught by a research active group of staff, which means that you will be taught cutting edge theories from experts in the field.
- Practical skills are integrated into this course to enable you to develop your team working, communication and presentation skills and your interview techniques.

Fact File

Full/Part-time:

Full-time

UCAS Codes and Duration:

N600 – 3 year full-time programme

N601 – 4 year sandwich programme

Institution Code:

M40

Course Content and Structure

The diagram below shows the structure and indicative content of this degree. We are in the process of confirming the optional units and information will be posted to the University's eProspectus when it is ready, www.mmu.ac.uk/study

Year 1 Human Resources Management in the Business Context	Understanding and Managing People	Information Analysis and Finance for Business	Event Design and Development
Year 2 Employment Law and Labour Markets	Coaching, Mentoring and Development	Critical Organisational Analysis and Sustainability	Optional Unit
Placement (if you take the sandwich route)			
Final Year Strategic Human Resource Management	International and Comparative Employment Relations	Project or Dissertation	Optional Unit

We regularly check the content of our courses and adapt them to ensure they prepare our students for graduate careers. Consequently, the information provided here and throughout this brochure is indicative and may change.

Sandwich Placements

A course with a sandwich route provides the opportunity to work for an organisation as part of your degree. This work experience is commonly referred to as a placement and you are usually paid a salary by your placement employer. The placement must be a minimum of 36 weeks but will usually last for 12 months and takes place after your second year of study.

If you choose the sandwich route, our Placement Office will help you find your placement. Our dedicated team has over 25 years' experience of matching students with employers and has been rated by students as one of the top four placement

services in the UK (National Placement and Internship Awards 2010 and 2011).

The services they provide include:

- Organising an annual placement and career development fair where you can meet employers who have placement opportunities and graduate vacancies.
- Advertising over 1,000 vacancies from local, national and international employers each year.
- Delivering CV workshops that provide advice and tips about what to include in a CV and how to present yourself to your best advantage.

- Providing one-to-one advice about writing cover letters, CVs and application forms for the jobs you are interested in.
- Conducting mock interviews so that you can practice your interview technique and receive feedback on your performance.

It is your responsibility to be pro-active and apply for placement opportunities. The placement jobs market is competitive and we recommend that you start researching companies and opportunities during your first year and apply for positions from the start of your second year.

When you are on placement, one of our tutors will keep in contact with you and will liaise with your employer. The placement is not formally assessed but it must be satisfactorily completed.

Research indicates that students who undertake a sandwich year as part of their studies are more employable. In 2010, 93% of Business School graduates who had completed a placement and were in employment were in graduate occupations.

For more information about our Placement Office please see www.business.mmu.ac.uk/placements

Assessment

The programme is assessed by a balance of assignments and examinations. From the second year onwards, these marks go towards determining the final classification of your degree from Manchester Metropolitan University. The work placement year is not formally assessed but must be satisfactorily completed.

“As part of my events unit my group had to plan and organise the training of the Manchester volunteers for the 2012 Olympic Games.”

Lucy Green, BA (Hons) Human Resource Management student

Students' Experience

“ As part of my events unit my group had to plan and organise the training of the Manchester volunteers for the 2012 Olympic Games. I undertook the important role of project manager. This project helped me to understand the organisation process of management. I believe this will prove to be useful in future work and study.”

Lucy Green,
BA (Hons) Human Resource
Management student

“ My dissertation topic was about the differences in awareness, perceptions and membership of trade unions between different age groups. The support from my tutor was invaluable – they gave me guidance on creating and defining my research question and provided feedback on draft chapters.”

Christina Pendleton,
BA (Hons) Human Resource
Management student

Career Development Opportunities

The programme provides an excellent base for a career in Human Resource Management or a management role in general business. The placement year allows you to sample possible future career choices and can really help to shape your decision.

Some students continue their studies by applying to join professional bodies or by progressing to postgraduate study. Each year some students go on to set up their own businesses. The Business School has its own graduate incubator, Innospace, to help these students get started – visit www.innospace.co.uk for more information.

Tuition Fees and Financial Support 2012 Entry

We passionately believe that going to university is a real investment in your future. If you wish to follow a professional or vocational career and benefit from all the opportunities and rewards that this can offer, then going to university remains the best and most direct way of achieving this

UK/EU students

Tuition fees have increased for 2012 entry because government funding for higher education has been cut. However, the existing system of loans and grants has also been extended and improved to assist students in going to university. Your fees can be paid for by applying for a tuition fee loan and you will not have to pay any fees upfront. You do not have to start making repayments on student loans until the April after you graduate and only then if you are earning over £21,000.

The tuition fee for this programme for 2012 entry will be £8,000. If you are following the sandwich route, the cost of your placement year in 2014/15 is still to be determined. As a guide, the placement fee was £680 in 2012/13, and has historically increased by around 2.5% each year. This is subject to change, so please check out our website www.finance.mmu.ac.uk/students to determine the exact fee before you start your sandwich year.

Further information about fees, funding support and the University's £3,000 student support package for first year, full-time, first degree undergraduates whose household income is up to and including £25,000 is available from www.mmu.ac.uk/fees

International students

The tuition fees for students who do not qualify for UK or European Union (EU) status is £10,000 (2012 entry).

There are a number of organisations that award scholarships to international students. Many of these scholarships are





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awarded a year in advance so you are advised to start your research at least 18 months before you plan to start your course. In addition, the University has a limited number of partial scholarships which are made through the Vice-Chancellor International Scholarships scheme. Please see www.mmu.ac.uk/international/scholarships for more information.

Typical Entry Requirements

UCAS tariff points

280 at A2 or an acceptable alternative such as BTEC National at Level 3

Non tariffed qualifications

A relevant Access to HE Diploma will be considered for entry to this course

International Baccalaureate

28 points

Specific subjects required

Level 2 (eg GCSE)

GCSE grade C, or acceptable alternatives, in English language and mathematics.

International students

Country-specific information about many international qualifications is available on our website at

www.mmu.ac.uk/international

English language requirements

International students must achieve IELTS 6.0 with a minimum score of 5.5 in each unit (or an equivalent standard in an acceptable alternative such as TOEFL).

How to Apply

Application for all of our full-time undergraduate programmes is through UCAS. Please submit your application online at www.ucas.com.

Please contact UCAS' applicant helpline on **0871 468 0 468** if you have any queries or problems using the online application system.

Further Information

For information about our staff and the £75 million Business School in which you will be studying, please see www.business.mmu.ac.uk

Additional course and study information is available on our eProspectus, www.mmu.ac.uk/study

Full contact details for our Course Enquiries team, including telephone numbers and email addresses, are available from www.mmu.ac.uk/study/undergraduate/contact

This information is correct at the time of going to press. For terms and conditions applicable to the provision of the University's Educational Services please refer to the prospectus. January 2012.