



HUMAN RESOURCES MANAGEMENT NVQ LEVEL 3

Human Resources Management NVQs are aimed at people in human resources management roles across all occupations and sectors of employment.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent in their work role.

WHO IS THE QUALIFICATION FOR?

The Human Resources Management Level 3 qualification is broadly aimed at Human Resources Managers, Officers, Administrators, Line Managers and Supervisors who are responsible for work output of a team and who have the ability and the opportunity to demonstrate recognizable human resources, management and leadership skills, for example, persons who plan, direct, supervise and coordinate work activities of subordinates and staff relating to employment, compensation, labour relations and employee relations.

DELIVERY FORMAT:

- PowerPoint presentations
- Case Studies
- Discussion Questions
- Simulations
- Role Play
- Written Exercises
- Observation of Performance Tasks

QUALIFICATION STRUCTURE

To achieve the full certification, candidates must complete eleven (11) units, including nine (9) mandatory units and two (2) optional units. Candidates should choose the optional units which best suit their work situation and job role. This course will run for 3 months broken down into forty-eight (48) hours of teaching and support sessions, followed by practical assessments of performance tasks.

MANDATORY UNITS (ALL MUST BE COMPLETED)

1. Design human resources procedures

- Design human resources procedures

2. Monitor and evaluate the delivery of human resources services to customers

- Monitor the delivery of human resources services to customers
- Evaluate the delivery of human resources services to customers

3. Maintain human resources information systems

- Maintain employee and stakeholder communication systems

4. Support and assist others in carrying out human resources services

- Assist others in carrying out human resources services
- Support others in carrying out human resources services

5. Review the learning and development needs of the organisation

- Review how capable the whole organisation is at meeting its development needs

- Develop a learning and development programme for the organization

6. Administer the delivery of learning and development procedures

- Operate learning and development processes
- Administer training courses and development activities
- Produce basic support materials for presentations and development activities

7. Administer the delivery of performance management procedures

- Operate performance management processes
- Provide information to evaluate the effectiveness of the performance management process

8. Provide employee assistance

- Administer employee support procedures

9. Assist others in the delivery of performance management processes

- Assist others in the delivery of performance Management processes

ELECTIVE UNITS (SELECT TWO)

10. Administer rewards and benefits procedures

11. Administer recruitment procedures

12. Administer employee relations procedures

National / Caribbean Vocational Qualification

Levels 1 - 3



National/Caribbean Vocational Qualifications (N/CVQs) are work-related, competence-based certifications which employees (fulltime or part-time) and self-employed persons can gain after their performance of a work role has been successfully assessed against Occupational Standards by trained and certified Assessors.

WHAT ARE THE BENEFITS OF ACQUIRING A N/CVQ?

Employees and other individuals gain:

- cross-regional recognition of their knowledge and skills
- increased job satisfaction
- improved progress up the career ladder
- flexible route to getting qualified
- improved employability and transferability

Employers receive:

- improved employee performance/skills
- increased productivity
- improved quality of products and services
- improved employee motivation
- more cost-effective training
- better guarantee of job candidate's capability / capabilities

Our economy benefits through:

- labour mobility and transferability of skills within CARICOM
- enhanced workforce competitiveness
- the drive for common standards, similar to the International Organisation for Standardisation (ISO)
- competence being made explicit and the provision of a clear basis for international comparison
- information needs of employers about workforce competence being met