

NATIONAL CERTIFICATE: N5 HUMAN RESOURCE MANAGEMENT

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 PERSONNEL MANAGEMENT N5	Assignment 1	200	Module 1 - 8 1.Personnel research 2.Human resource provision 3.Human resource maintenance: reward management 4.Human resource maintenance: quality of work-life	Week 1: Study module 1
	Assignment 2	200		Week 2: Study module 2
	Assignment 3	100		Week 3: Study module 2
				Week 4: Study module 3
				Week 5: Study module 3
				Week 6: Study module 3
				Week 7: Study module 4
				Week 8: Study module 4
				Week 9: Study module 4
				Week 10: Complete & submit assignment 1*
				Week 11: Complete & submit assignment 2*
				Week 12: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

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2 PERSONNEL TRAINING N5	Assignment 1	100	Module 1 – 3 1.Training & development in the RSA 2.Adult learning 3.The management of training	Week 13: Study module 1 Week 14: Study module 1 Week 15: Study module 2 Week 16: Study module 3 Week 17: Complete & submit assignment 1*
	Assignment 2	100	Module 4 – 7 4.Training methods 5.Training media & materials 6.Presentation skills 7.Planning & organising a presentation	Week 18: Study module 4 Week 19: Study module 5 Week 20: Study module 6 Week 21: Study module 7 Week 22: Complete & submit assignment 2*
	Assignment 3	100	Module 1 - 7 Revision	Week 23: Revision Week 24: Complete & submit assignment 3*

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3 LABOUR RELATIONS N5	Assignment 1	120	Unit 1, 2 1.Labour relations – introduction 2.Role players in labour relations	Week 25: Study unit 1 Week 26: Study unit 1 Week 27: Study unit 1 Week 28: Study unit 2 Week 29: Study unit 2 Week 30: Study unit 2 Week 31: Study unit 2 Week 32: Study unit 2 Week 33: Study unit 2
	Assignment 2	120		Week 34: Complete & submit assignment 1* Week 35: Complete & submit assignment 2* Week 36: Complete & submit assignment 3*
	Assignment 3	100		

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4 COMPUTER PRACTICE N5	Assignment 1	100	Unit 1 - 7 Various topics Word processing	Week 37: Study unit 1 Week 38: Study unit 2 Week 39: Study unit 3 & 4 Week 40: Study unit 5 & 6 Week 41: Study unit 7 Week 42: Complete & submit assignment 1*
	Assignment 2	100	Unit 8 - 11 Spreadsheets Access	Week 43: Study unit 8 Week 44: Study unit 8 Week 45: Study unit 9 & 10 Week 46: Study unit 11 Week 47: Complete & submit assignment 2*
	Assignment 3	100	Unit 1 - 6 Revision	Week 48: Complete & submit assignment 3*

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