

Abu Dhabi Centre for Technical and Vocational Education and Training

Human Resources

Qualification title: Level 5 Component Award in Managing Human Resources Information systems

Qualification code: SAFC05050312

Qualification structure

Qualification Type: Component Award	Discipline: F	Sector: C05	Level: 5	No in series: 01	Year of approval: 12	
Credit value: 7 Credit hours		Certification requirement: 2 Units				
Qualification aims						
The purpose of the Level 5 Component Award in Managing HR Information systems is to give a depth of knowledge, skill and application to learner who are practitioners in the workplace. The qualification has units in: managing expatriate staff and managing human resources management information systems.						
Qualification units						
Core units						
Unit code:	Unit no:	Unit title:			Level:	Credit value:
FC050501812	1	Manage expatriate staff			5	3
FC050502012	2	Manage Human Resources management information systems			5	4
Specialist units						
Unit code:	Unit no:	Unit title:			Level:	Credit value:
Optional units						
Unit code:	Unit no:	Unit title:			Level:	Credit value:
Prerequisites						
Entry requirements			Requirements			
Learners will require the following skills for completion of this unit as follows: Analytical skills, communication skills, effective business relationships, information management skills, presentation skills, research and data collection skills, relate to people from diverse backgrounds, and diverse abilities. The unit is open to candidates of either gender and there are no entry barriers on grounds of race, creed or previous academic attainment or learning. There should be equality of access for candidates and candidates must be enabled and supported to undertake this qualification. All institute staff involved in the assessment or delivery of these qualifications should understand learner's requirements and through initial			<ul style="list-style-type: none"> • IELTS level 4.5 is preferred. • Level of knowledge, skill and performance of human resources on entry is minimum requirement. • Functional IT skills would be an advantage. • Minimum level entry qualification is Certificate 4 level. <p>Credit transfer is available as published.</p>			

assessment, match them to the needs and capabilities before entering learners as candidates for this qualification.			
Qualification pathways			
This qualification	Pathways		
Level 5 Component Award in Managing HR Information systems	Level 5 Component Award in Managing employee benefits Level 5 Component Award in Managing employee development programmes Level 5 Composite Award in Managing recruitment processes: Level 5 Composite Award in managing workforce planning Diploma in Human Resources Degree in Human Resources		
Copyright and ownership		Modification history	
Copyright of units, Intellectual Property Rights and ownership of the qualification will be owned by ACTVET.		Release no: 1	Previous code:
		Comment:	New code:
National Occupational Standards		Not available	

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Qualification overview

This qualification is suitable for	Learners should be working in the field of human resources and have background knowledge of the profession as a minimum requirement.
Target market	The target market for this qualification is human resource generalists, recruitment specialists, information technology specialist, small company owners and staff with a recruitment role.
Job activities/tasks	The core component of this unit contains competencies in: managing expatriate staff and managing human resources management information systems.
Work context/conditions	This unit is for any individual who is, or wishes to be involved in human resources, particularly recruitment of staff.
Example employers	Government organisations. Private sector employers.
Example jobs	Related occupations
Recruitment IT consultant Human resources manager Human resources supervisor Human resources administrator Recruitment coordinator	Office managers Persons with departmental recruitment responsibility
Professional association	International professional association such as Chartered Institute of Professional Development.

<p>Abu Dhabi Centre for Technical and Vocational Education and Training Human Resources Qualification title: Level 5 Component Award in Managing Human Resources Information systems Qualification code: SAFC05050312 Delivery and Assessment</p>	
Mode of delivery	
<p>Mode of delivery will be classroom or any other mode of delivery that meets the needs of the learner, ensuring learner has access to appropriate resources. It is strongly advised that learning and development of subject content and associated skills be referenced to real vocational situations in an office environment.</p>	
Arrangements for learners with special assessment requirements	
<p>Arrangements for learners with special assessment requirements may need to be adapted to meet;</p> <ul style="list-style-type: none"> • language requirements • cultural or religious requirements • physical disabilities • particular learning needs. 	
Trainer qualifications	
<p>Training of learners will be by qualified Licensed Vocational Trainers who meet the requirements for employment in an ACTVET licensed institute and hold the required qualifications of Licensed Vocational Trainer (proposed). Licensed Vocational Trainers should be qualified and have recent experience of work in office environments. The trainer will comply with all licensing and accreditation requirements for an ACTVET Licensed Trainer.</p>	
Training methods	
<p>Licensed Vocational Trainers must use appropriate methods of training for classroom environment that reflects the vocational requirements of a workplace setting. Learning must be paced to meet the learner’s needs, preferred style of learning and is taught at a level where all learners comprehend the concepts trained.</p>	
Assessment	
<p>Assessment will be in classroom environment conducted by Assessors who meet the requirements for employment in an ACTVET licensed institute and hold the required qualifications of Licensed Vocational Assessor. Assessment methodology will be selected to utilise the most appropriate methods of assessment for the knowledge or skill involved and will be tailored to meet the requirements of the Unit Standards. Assessors must take into consideration any special assessment arrangements for learners to ensure learners are not disadvantaged in the assessment process.</p>	<p>Assessors must have:</p> <ul style="list-style-type: none"> • licensed Vocational Assessor qualifications or similar • applied industrial experience • assessment practices that meet QFEmirates National Standards of assessment • regular professional development practices.

Assessment methods	
<p>All assessment methods must use the appropriate assessment methods to assess knowledge and skill. There must be fair, valid, reliable, authentic and sufficient evidence for all assessment criteria.</p> <p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this qualification:</p> <ul style="list-style-type: none"> • assessment of written reports summarising results of candidate skills assessment and selection outcomes • observation of techniques • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • oral or written questioning • review of authenticated documents from the workplace or training environment • review of testimony from team members, colleagues, supervisors, managers, clients or candidates. 	
Assessor decisions will make assessments that will be coded according to the following schedule:	Code to be inserted on record sheet
<p>Observation of the candidate by the assessor (Role play scenarios included)</p> <p><i>Examination of the evidence by the assessor:</i></p> <p>Examination of a product</p> <p>Examination of the witness/expert testimony</p> <p>Examination of a case history</p> <p>Examination of a personal statement</p> <p>Examination of written answers to questions</p> <p><i>Questioning of the candidate or witness by the assessor:</i></p> <p>Questioning of the candidate</p> <p>Questioning of the witness</p> <p>Professional Discussion</p> <p>Realistic working environment</p> <p>Simulation</p>	<p>O</p> <p>EP</p> <p>EWT</p> <p>ECH</p> <p>EPS</p> <p>EWQ</p> <p>QC</p> <p>QW</p> <p>PD</p> <p>RWE</p> <p>S</p>
Verifier	Vocational verifiers must have
The Verifier will observe Assessors carrying out assessments, review assessment decisions from the evidence provided and hold meetings with the assessment team to ensure consistency in the use of paperwork and interpretation of the qualification's requirements. Verifiers will ensure that learner tracking of registration for qualifications, assessment decisions and achievement, are recorded and maintained accurately and timely and are open to scrutiny.	<ul style="list-style-type: none"> • verifier qualifications or similar • applied industrial experience • verification practices that meet NQEmirates National Standards of verification • regular professional development practices • ability to manage the learner's work environment for the verification process • ability to evidence standardisation processes.

Verification method	
Assessment and verification process will conform to the following:	
<ul style="list-style-type: none"> • Institute systems for learner, assessment and verification are unified. • Qualified Assessors must be used for all assessment. • Learner’s achievement is evidenced and recorded. • Learner is included in the assessment decision making process. • Assessment of learner’s achievement is evidenced by best practice. • Assessment takes into account diversity and language differences. • Assessment of learner’s achievement is tracked and recorded. • Learner will be able to compile their portfolio using their preferred technology. • Assessment uses valid, fair, authentic and reliable practice and reduces barriers to assessment. 	<ul style="list-style-type: none"> • Evidence collection makes efficient use of assessment opportunities and work production. • Licensed Vocational Verifiers must be used for all verifications. • Verification of learner’s achievement is evidenced by best practice. • Verification of learner’s achievement is tracked and recorded. • Standardisation of assessment and verification processes are evidenced • Evidence of sharing of learner, assessor and verifier best practice. • Evidence that complaints are addressed, recorded and solved effectively. • National Industry Sector Classification Code (SIC) to classify units and qualifications as per the guidance in the QFEmirates handbook.
Assessing and grading	
<p>This qualification is a knowledge, skills and application qualification. Assessment should, where possible, take a holistic approach. Assessment in one unit can be used as the assessment for another, if the assessed piece of work covers the criteria in the units. Assessment must be accessible for learners and the process of assessment as simple as possible. Learners must demonstrate competence by producing a portfolio of evidence.</p> <p>This qualification is examined in two ways: assessment of performance and underpinning knowledge. All performance is assessed by an assessor against the performance criteria and recorded in the Cumulative Assessment Record. Competence recognises all qualification requirements have been achieved. Not yet competent means all requirements have been attempted but yet to be achieved, insufficient evidence means all requirements have not been attempted. Underpinning knowledge is examined that more than 80% of the predetermined marking criteria should be met.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended will require prior approval from the External Verifier.</p>	
Learner evidence	
Learners must demonstrate knowledge and skill achievement in a presented portfolio.	

Risk in assessment

The learner's work environment needs proper management and risk management analyses. The following risks will be observed in the training, assessment and verification phases:

- health and safety
- stressing the learner
- inauthentic evidence/collation/unjustifiable support to the learner
- over-assessment
- potential of unfairness to the learner
- failing to meet assessment strategy of a qualification.

Appeals procedure

In the event that a learner judges that he is being unfairly considered in the assessment or verification process he has the right to appeal using the recognised appeals procedure and documentation (not included in this submission).

In the event that an assessor judges that he is being unfairly considered in the assessment or verification process he has the right to appeal using the recognised appeals procedure and documentation.

Abu Dhabi Centre for Technical and Vocational Education and Training Human Resources Qualification title: Level 5 Component Award in Managing Human Resources Information systems Qualification code: SAFC05050312 Unit: 1 Unit title: Manage expatriate staff Unit code: FC050501812 Human Resources		
Level:5	Credit value: 4	Notional learning hours: 60 hours
Unit Information		
Unit description of content		
<p>This unit describes the performance outcomes, skills and knowledge required to manage all aspects of expatriate employment, supporting expatriate staff to achieve their goals and to arrange repatriation to home country.</p>		
Information for learning and achievement		
<p>This unit describes the performance outcomes, skills and knowledge required to develop and implement strategies to source candidates and to assess their suitability for available positions. Licensing, legislative, regulatory requirements that apply to this unit at the time of endorsement. This unit is a knowledge, skill and application unit (KSA). Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.</p>		
Assessment strategy		
<p>Assessment of the evidence requirements, to confirm that learning outcomes have been met, is considered holistically where evidence in one unit or learning outcome may provide the evidence for other units and learning outcome.</p> <p>This qualification is examined in two ways: assessment of underpinning knowledge and performance.</p> <p>Underpinning knowledge is examined so that more than 80% of the predetermined marking criteria must be met.</p> <p>Performance is assessed by an assessor in the workplace against the performance criteria and recorded in the Cumulative Assessment Record. ‘Competent’ recognises all unit criteria have been achieved. ‘Not yet competent’ means all criteria have been attempted but yet to be achieved, ‘insufficient evidence’ means not all criteria have been attempted.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended and will require prior approval from the External Verifier.</p> <p>Assessment of this unit is achievable in the work environment. Assessment can include evidence of written reports summarising results of candidate skills assessment, selection outcomes, observation of client screening and interview techniques, direct questioning, combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate, oral or written questioning, review of authenticated documents from the workplace or training environment, review of testimony from team members, colleagues, supervisors, managers, clients or candidates.</p>		

Recording and storing of learner achievement
Keep evidence of learner's work in the centre for up to one year. Maintain learning logs and evidence of professional development. Maintain learner portfolios of work as evidence of achieving learning outcomes.

Abu Dhabi Centre for Technical and Vocational Education and Training Human Resources Qualification title: Level 5 Component Award in Managing human resources Information systems Qualification code: SAFC05050312 Unit: 1 Unit title: Manage expatriate staff Unit code: FC050501812 Human Resources		
Level:5	Credit value: 4	Notional learning hours: 60 hours
Assessment criteria: Knowledge, skills and application (KSA)		
Learning outcomes		
Learning outcome 1: Be able to plan for expatriate employment		
Performance criteria: 1.1. Type of work to be conducted is reviewed and roles, tasks and responsibilities of team members are recorded. 1.2. Cultural, linguistic and regulatory differences of work site practice are researched. 1.3. Options for employment contracts are reviewed against compensation and benefits arrangements. 1.4. Selection procedures are developed to ensure employee adaptability. 1.5. Work permits, visas and immunisations are obtained and travel and accommodation arrangements are made. 1.6. Required technology and equipment for staff to do their job are planned.		
Learning outcome 2: Be able to support expatriate staff to achieve goals		
Performance criteria: 2.1. Cultural awareness training and orientation are arranged to new work site and living situation. 2.2. Organisational information is provided and performance expectations are clarified. 2.3. Clear procedures are established for open and honest communication. 2.4. Team dynamics and support team performance are managed. 2.5. Disputes and grievances are addressed through conflict management. 2.6. Contributions of team members are recognised and rewarded.		
Learning outcome 3: Be able to arrange and evaluate repatriation		
Performance criteria: 3.1. Staff in the process of repatriation are supported. 3.2. Due clearance process is arranged. 3.3. Flights and exit are arranged from the country.		
Evidence guideline		
<ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. ▪ Summative assessment is project based from real live work situations. Simulation is only permissible with the written approval of the Internal Verifier. ▪ Learners should demonstrate no less than 80% of the requirements for the summative assessment. ▪ Re submissions are permissible. 		

Evidence requirements

1. Learners plan for expatriate employment and evidence with a report on types of work, diversity in work practices, contract requirements and contractual arrangements, and selection procedures.
2. Learners support expatriate staff to achieve goals and evidence with a report on organisational information, performance expectations, cultural awareness training, team dynamics and conflict management.
3. Learners arrange and evaluate repatriation and evidence with a report on the process of repatriation and support to staff in the process of repatriation.
4. Learners review own work and identify performance improvement strategies.

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Human Resources

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Qualification code: SAFC05050312

Unit: 1
Unit title: Manage expatriate staff
Unit code: FC050501812
Human Resources

Mapping of CoreLife Skills

Elements	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X	X	X		X	
	1.2	X	X	X				
	1.3	X	X	X			X	
	1.4	X	X	X			X	
	1.5	X	X	X	X			
	1.6	X	X	X	X			
2	2.1	X	X	X	X		X	X
	2.2	X	X	X			X	
	2.3	X	X	X	X		X	
	2.4	X	X	X	X	X		
	2.5	X	X	X	X	X		
	2.6	X	X	X	X		X	
3	3.1	X	X	X	X	X		
	3.2	X	X	X	X			
	3.3	X	X	X				

Abu Dhabi Centre for Technical and Vocational Education and Training Human Resources Qualification title: Level 5 Component Award in Managing Human Resources Information systems Qualification code: SAFC05050312 Unit: 2 Unit title: Manage human resources management information systems Unit code: FC050502012 Human Resources		
Level: 5	Credit value: 4	Notional learning hours: 60 hours
Unit Information		
Unit description of content		
<p>This unit describes the performance outcomes, skills and knowledge required to manage human resources information systems from the research and planning stages, through selection of appropriate systems, to implementation, ongoing review and system upgrades.</p>		
Information for learning and achievement		
<p>This unit describes the performance outcomes, skills and knowledge required to develop and implement strategies to source candidates and to assess their suitability for available positions. Licensing, legislative, regulatory requirements that apply to this unit at the time of endorsement. This unit is a knowledge, skill and application unit (KSA). Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.</p>		
Assessment strategy		
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Recording and storing of learner achievement
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Abu Dhabi Centre for Technical and Vocational Education and Training
Human Resources

Qualification title: Level 5 Component Award in Managing Human Resources Information systems

Qualification code: SAFC05050312

Unit: 2

Unit title: Manage human resources management information systems

Unit code: FC050502012

Human Resources

Level: 5	Credit value: 4	Notional learning hours: 60 hours
Assessment criteria: Knowledge, skill and performance(KSA)		
Learning outcomes		
Learning outcome 1: Be able to identify human resources information requirements		
Performance criteria:		
<ol style="list-style-type: none"> 1.1. Documents of user information requirements are collected and collated. 1.2. Communication processes are identified to support user needs. 1.3. Information requirements and communication processes are agreed with users and relevant managers. 1.4. Draft information systems management plan with agreed review mechanisms, timeframe and criteria is developed. 1.5. Information requirements are specified in a clear and concise manner. 1.6. Information requirements are consistent with organisational objectives and policies. 1.7. Resources required are identified to meet the information requirements within budget parameters. 		
Learning outcome 2: Be able to select human resources information management systems		
Performance criteria:		
<ol style="list-style-type: none"> 2.1. Selection criteria for the information management system are agreed with relevant groups and individuals. 2.2. Selection criteria for the system are designed to meet the organisation's objectives, policies and budget parameters. 2.3. Potential systems are evaluated against the criteria. 2.4. Cost benefit and risk analysis are investigated in relation to the systems which meet the selection criteria. 2.5. Preferences for a system are established and selection reports are provided to senior managers. 2.6. Preferred system is apt to be customized to meet organisation and user requirements. 		
Learning outcome 3: Be able to implement human resources information system		
Performance criteria:		
<ol style="list-style-type: none"> 3.1. Implementation plan is developed with users, other relevant groups and individuals. 3.2. Implementation of plan, roles and responsibilities is confirmed with individuals and groups involved. 3.3. Implementation of plan resources is assigned. 3.4. Implementation schedule is modified to resolve any problems arising. 3.5. Implementation is contributed to by groups and individuals in accordance with plan objectives. 		

Learning outcome 4: Be able to monitor and evaluate performance of human resources information system
<p>Performance criteria:</p> <p>4.1. Information system performance is monitored and performance reports are prepared.</p> <p>4.2. Feedback from users is obtained about the system.</p> <p>4.3. System performance is benchmarked against other systems, and latest trends and developments.</p> <p>4.4. Performance gaps and current strategies are analysed and improvements are introduced.</p> <p>4.5. Outcomes are reported to management for implementation approval.</p> <p>4.6. Human resources information systems are implemented.</p>
Evidence guideline
<ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. ▪ Summative assessment is project based from real live work situations. Simulation is only permissible with the written approval of the Internal Verifier. ▪ Learners should demonstrate no less than 80% of the requirements for the summative assessment. ▪ Re submissions are permissible.
Evidence requirements
<ol style="list-style-type: none"> 1. Learners identify human resources information requirements and evidence with a report on information requirements, communication processes, a draft information system management plan and budget allocation. 2. Learners select human resources management information systems and evidence with a report on selection criteria for a system, an evaluation of systems against the criteria, a cost and risk analysis, and recommendations to senior managers. 3. Learners implement human resources management information systems and evidence with an implementation plan. 4. Learners monitor and evaluate the performance of a human resources information system and evidence with a report on feedback from users, comparison with other systems and recommendations for improvement. 5. Learners review own work and identify performance improvement strategies.

Abu Dhabi Centre for Technical and Vocational Education and Training

Human Resources

Qualification title: Level 5 Component Award in Managing Human Resources Information systems

Qualification code: SAFC05050312

Unit: 2

Unit title: Manage human resources management information systems

Unit code: FC050502012

Human Resources

Mapping of CoreLife Skills

Learning outcomes	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X	X				
	1.2	X	X	X		X		
	1.3	X	X	X				
	1.4	X	X	X				X
	1.5	X	X	X	X			
	1.6	X	X	X	X			
	1.7	X	X	X				
2	2.1	X	X	X	X			
	2.2	X	X	X	X			
	2.3	X	X	X	X			
	2.4	X	X	X	X			
	2.5	X	X	X	X	X		
	2.6	X	X	X				
3	3.1	X	X	X	X			
	3.2	X	X	X	X			
	3.3	X	X	X	X	X		
	3.4	X	X	X	X			
	3.5	X	X	X	X	X		
4	4.1	X	X	X	X			X
	4.2	X	X	X	X			X
	4.3	X	X	X	X			X
	4.4	X	X	X	X			X
	4.5	X	X	X	X			X
	4.6	X	X	X	X		X	