

## Certificate in Principles of Human Resource Practice

### Summary

Human Resources (HR) professionals hire, develop and look after employees in a company. If you are interested in HR or are looking to further your HR career with a professional qualification, this course could be for you. It offers a firm foundation in common areas of HR and will help you develop the knowledge and skills needed for working in an HR role.

<b>Course Provider</b>	NCC Home Learning Warwick House, Riverside Business Park, Benarth Road, Conwy LL32 8UB 0333 3445 690   <a href="http://www.ncchomelearning.co.uk">www.ncchomelearning.co.uk</a>
<b>Qualification Accreditation</b>	VTCT Skills
<b>Academic level</b>	Level 3
<b>PET entry requirements</b>	Level 2 English
<b>Format of course material</b>	Paper-based
<b>Structure of course</b>	<ol style="list-style-type: none"> <li>1. Understanding employment law</li> <li>2. Recruitment</li> <li>3. Employee rights</li> <li>4. Managing performance</li> <li>5. Carrying out learning needs analysis</li> </ol>
<b>Assignments</b>	7 written assignments
<b>Exam</b>	None
<b>Study hours</b>	200
<b>Course expiry date</b>	12 months
<b>Prison support requirements</b>	Facilitate tutor support via email. This often requires scanning learner assignments and emailing them to their tutor.
<b>Supplier tutor's support</b>	Yes - accessed with prison staff support
<b>Certificate</b>	Yes
<b>Progress</b>	We offer a wide range of progression options in management and business including an Open University Access course in Business

	<p>and Law. Call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).</p>
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