

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in Management
Higher Professional Level

HUMAN RESOURCE PLANNING

4259/01

Optional Module

Valid between 1 January 2006 and 31 December 2006

READ THESE INSTRUCTIONS FIRST

You should read the assignment carefully.

It is important to complete the **Assignment Cover Sheet** when you have finished your work. You must complete the details and sign the declaration to confirm that the assignment is all your own work and your tutor must sign to verify that it is your own work.

The length of the assignment must be no more than 4000 words. Marks will be deducted from assignments that exceed the word limit.

This document consists of **2** printed pages.



Human Resource Planning – Optional Module

Title: HR Planning as a Business Tool

Your start point for undertaking this assignment is to familiarise yourself with the syllabus for this module and the associated assessment objectives and competence criteria.

For your assignment you should work with your own organisation or one that is familiar to you. Describe the organisation, its purpose, products and/or services and the department or project you work for (or the department/project you have selected).

Describe the importance of human resource planning to organisations generally and explain how this should link to overall strategy. Now describe your chosen organisation's policies and procedures for human resource planning. Explain how these contribute to the strategic objectives and assess what effects they have on you and your department/project. In your explanation highlight any shortfalls or omissions in policies and procedures.

Using the current policies and procedures, devise a human resource plan for this organisation, department or project for the next 12 months or other suitable period. Your plan should indicate staff requirements in terms of numbers, skills, experience and knowledge. Devise job descriptions and person specifications for job vacancies or job changes.

Plan an implementation approach for your recruitment and selection strategy for the vacancies. Justify your approach on the basis of conceptual understanding. Describe how you carried out (or would carry out) the recruitment and selection.

Identify emerging trends in the field of human resource planning and suggest how these could affect existing policies, procedures and practice. Critically appraise your organisation's current approach to human resource planning and, using all the information and experience you now have, identify areas for improvement. Present your findings and recommendations for change in a report to an appropriate member of senior staff.

You must include in your assignment report all documentation, notes and materials generated from each stage of the study.

You are not expected to include confidential information on your organisation, its personnel or performance.

In writing the report, you should adopt an appropriate business format and show how knowledge and understanding of human resource planning have been applied in line with the module syllabus. You should include in your report your research methodology.

At the start of your assignment report, indicate the number of words used which should not exceed the maximum permitted total of 4000.