

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

**HUMAN RESOURCE PLANNING**

**4183/01**

**4259/01**

Optional Module

Valid between 1 January 2005 and 31 December 2005

**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.

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



## Human Resource Planning – Optional Module

### Title: HR Planning for Success

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 this assignment you should work with your own organisation or one that is familiar to you and for which you will be able to plan an implementation approach for a recruitment and selection policy. 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 your organisation's policies and procedures for human resource planning and explain the rationale for these. Show how these contribute to the strategy and success of the organisation and how this affects you and your department.

Devise a human resource plan for your organisation, department or project for the next 12 months or other suitable time period. Your plan should indicate the staffing requirements in terms of numbers, skills and knowledge. From the plan, identify job vacancies and devise job descriptions and person specifications for these in line with your organisation's policies and procedures.

Plan an implementation approach for your recruitment and selection strategy for these identified vacancies. Describe this and justify your approach. Consult with someone who has HR planning experience, seek their feedback and use this to identify any areas that could have been improved.

Taking into consideration the organisational policies and procedures, your own reflections and emerging trends in the field of human resource planning, critically appraise the organisation's existing approach and 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 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.

Indicate the number of words used at the start of your assignment report.

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