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Human Resources Management

2010

FANS 01279 Human Resources Management - CVS Application

Fanshawe College

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ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY
CREDENTIALS VALIDATION SERVICE

APPLICATION FOR PROGRAM VALIDATION

This proposal will be sent to MTCU for Approval for Funding ___X___YES ___ NO

1. College: FANSHAWE COLLEGE
2. College contact person responsible for this proposal: Name: Cliona Geraghty Title: Business Human Resources Program Coordinator, Lawrence Kinlin School of Business Telephone: 519 -452-4430 ext 4975 Electronic mail: cgeraghty@fanshawec.ca
3. Proposed Program Title: Human Resources Management
4. Proposed Credential: (please indicate below) Local Board Approved Certificate <input type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Ontario College Diploma <input type="checkbox"/> Ontario College Advanced Diploma <input type="checkbox"/> Ontario College Graduate Certificate
5. Proposed Program Outcomes: Please complete and attach the two Program Maps (Appendix A - Form 1 and Form 2) <i>Attached</i>
6. Proposed Program Description: Please complete and attach the Program Description Form (Appendix B) <i>Attached</i>
7. Proposed Program Curriculum: Please complete and attach the Program Curriculum Form (Appendix C) <i>Attached</i>

8. Date of Submission: April 5, 2010

9. Date of CVS Response: April 7, 2010

10. Validation Decision:

Proposal Validated (APS Number: FANS 01279)

Signed on behalf of CVS: Tim Klassen

Send the completed form and required appendices to: klassen@collegecvson.ca For detailed information on how to complete the Application for Program Validation, please refer to the Instructions for Submission document. For any additional information contact: College Credential Validation Service, 655 Bay Street, Suite 400, Toronto, ON M5G 2K4; or by telephone at (416) 596-8799



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APPENDIX A - PROGRAM MAPS

(Vocational Program Outcomes & Essential Employability Skills Outcomes)

Vocational Program Learning Outcomes:

Form 1(attached) is provided to assist you in mapping your proposed program vocational learning outcomes against existing vocational outcomes found in either Provincial Program Standards or in Provincial Program Descriptions.

Where there is a relevant Provincial Program Standard, the approved Vocational Learning Outcomes must appear in the first column, followed by your proposed program vocational learning outcomes.

Where there are no Provincial Program Standards, the first column will contain program outcomes from the Provincial Program Description. Again, your proposed program vocational learning outcomes will be added in the middle column.

NOTE: *Both these types of documents can be obtained from staff at the CVS or at the Colleges Branch, MTCU.*

The last column will contain a list of the relevant curriculum proposed in your program to address the outcome in a manner that ensures the graduate will have reliably demonstrated the required skill or ability. Course numbers or course codes, corresponding to those provided in your list of courses (Appendix C), are sufficient in this column.

Essential Employability Skills Outcomes:

A mapping of the Essential Employability Skills (EES) will be done on Form 2 (attached).

The instructions / requirements for this map are the same as for the Vocational Program Map. The first three columns contain the approved skill categories, the defining skills, and the EES learning outcomes. The last column will contain the proposed curriculum (as listed in Appendix C) that will ensure the meeting of these outcomes.



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**APPENDIX A - PROGRAM MAPS
Form 1 - Vocational Program Outcomes**

PROVINCIAL PROGRAM STANDARD VOCATIONAL LEARNING OUTCOMES / PROVINCIAL PROGRAM DESCRIPTION OUTCOMES	PROPOSED PROGRAM VOCATIONAL LEARNING OUTCOMES	COURSE TITLE / COURSE CODE (From Appendix C)
1. contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes	1. contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes	MGMT ##### Principles in Human Resources Management MGMT ##### Organizational Performance MGMT ##### Advanced Recruitment and Selection LAWS ##### Canadian Employment Law MGMT ##### Strategic Human Resources Planning MGMT ##### Current Business Processes MGMT ##### HR Community Consultancy

<p>2. administer and contribute to the design and evaluation of the performance management program</p>	<p>2. administer and contribute to the design and evaluation of the performance management program</p>	<p>MGMT ##### Principles in Human Resources Management MGMT ##### Organizational Performance MGMT ##### Development of the Compensations and Reward Strategy FINA ##### Management Accounting</p>
<p>3. develop, implement, and evaluate employee orientation, training, and development programs</p>	<p>3. develop, implement, and evaluate employee orientation, training, and development programs</p>	<p>HLTH ##### Canadian Occupational Health and Safety MGMT ##### Organizational Performance MGMT ##### Strategic Organizational Training and Development MGMT ##### Current Business Processes MGMT ##### HR Community Consultancy</p>
<p>4. facilitate and support effective employee and labour relations in both non-union and union environments</p>	<p>4. facilitate and support effective employee and labour relations in both non-union and union environments</p>	<p>MGMT ##### Organizational Performance MGMT ##### Advanced Recruitment and Selection LAWS ##### Canadian Employment Law MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement</p>
<p>5. research and support the development and communication of the organization's total compensation plan</p>	<p>5. research and support the development and communication of the organization's total compensation plan</p>	<p>COMM ##### Business Communications MGMT ##### Development of the Compensations and Reward Strategy MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement</p>
<p>6. collaborate with others, in the development, implementation, and evaluation of organizational health and</p>	<p>6. collaborate with others, in the development, implementation, and evaluation of organizational health and safety policies and practices</p>	<p>HLTH ##### Canadian Occupational Health and Safety LAWS ##### Canadian Employment Law MGMT ##### Current Business Processes</p>

safety policies and practices		MGMT ##### HR Community Consultancy
7. research and analyze information needs and apply current and emerging information technologies to support the human resources function	7. research and analyze information needs and apply current and emerging information technologies to support the human resources function	MGMT ##### Advanced Recruitment and Selection COMM ##### Business Communications COMP ##### HRIS and Advanced Software Applications for the HR Professional MGMT ##### Development of the Compensations and Reward Strategy MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement MGMT ##### Strategic Human Resources Planning MGMT ##### Current Business Processes MGMT ##### HR Community Consultancy
8. develop, implement, and evaluate organizational development strategies aimed at promoting organizational effectiveness	8. develop, implement, and evaluate organizational development strategies aimed at promoting organizational effectiveness	MGMT ##### Principles in Human Resources Management MGMT ##### Organizational Performance MGMT ##### Advanced Recruitment and Selection COMM ##### Business Communications LAWS ##### Canadian Employment Law MGMT ##### Development of the Compensations and Reward Strategy MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement FINA ##### Management Accounting MGMT ##### Strategic Organizational Training and Development

		<p>MGMT ##### Managing Strategic HR Projects</p> <p>MGMT ##### Current Business Processes</p> <p>MGMT ##### HR Community Consultancy</p>
<p>9. present and evaluate communication messages and processes related to the human resources function of the organization</p>	<p>9. present and evaluate communication messages and processes related to the human resources function of the organization</p>	<p>MGMT ##### Principles in Human Resources Management</p> <p>MGMT ##### Organizational Performance</p> <p>MGMT ##### Advanced Recruitment Selection</p> <p>COMM ##### Business Communications</p> <p>COMP ##### HIRIS and Advanced Software Applications for the HR Professional</p> <p>MGMT ##### Development of the Compensations and Reward Strategy</p> <p>MGMT ##### Strategic Organizational Training and Development</p> <p>MGMT ##### Managing Strategic HR Projects</p> <p>MGMT ##### HR Community Consultancy</p>
<p>10. manage own professional development and provide leadership to others in the achievement of ongoing competence in human resources professional practice</p>	<p>10. manage own professional development and provide leadership to others in the achievement of ongoing competence in human resources professional practice</p>	<p>MGMT ##### Organizational Performance</p> <p>MGMT ##### Advanced Recruitment and Selection</p> <p>MGMT ##### Training and Development</p>
<p>11. facilitate and communicate the human resources component of the organization's business plan</p>	<p>11. facilitate and communicate the human resources component of the organization's business plan</p>	<p>MGMT ##### Organizational Performance</p> <p>MGMT ##### Advanced Recruitment and Selection</p> <p>COMM ##### Business Communications</p> <p>MGMT ##### Development of the Compensations and Reward Strategy</p> <p>MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement</p>

		<p>FINA ##### Management Accounting</p> <p>MGMT ##### Strategic Human Resources Planning</p> <p>MGMT ##### Managing Strategic HR Projects</p> <p>MGMT ##### Current Business Processes</p> <p>MGMT ##### HR Community Consultancy</p>
<p>12. conduct research, produce reports, and recommend changes in human resources practices</p>	<p>12. conduct research, produce reports, and recommend changes in human resources practices</p>	<p>MGMT ##### Principles in Human Resources Management</p> <p>HLTH ##### Canadian Occupational Health and Safety</p> <p>MGMT ##### Organizational Performance</p> <p>MGMT ##### Advanced Recruitment and Selection</p> <p>COMM ##### Business Communications</p> <p>COMP ##### HRIS and Advanced Software Applications for the HR Professional</p> <p>LAWS ##### Canadian Employment Law</p> <p>MGMT ##### Development of the Compensations and Reward Strategy</p> <p>MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement</p> <p>MGMT ##### Strategic Human Resources Planning</p> <p>MGMT ##### Strategic Organizational Training and Development</p> <p>MGMT ##### Managing Strategic HR Projects</p> <p>MGMT ##### HR Community Consultancy</p>

Add additional rows as required to complete the mapping exercise.



**ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY
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APPENDIX A - PROGRAM MAPS

Form 2 - Essential Employability Skills Outcomes

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
COMMUNICATION	<ul style="list-style-type: none"> • Reading • Writing • Speaking • Listening • Presenting • Visual Literacy 	<ul style="list-style-type: none"> ➤ 1. communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience 	MGMT ##### Principles in Human Resources Management HLTH ##### Canadian Occupational Health and Safety MGMT ##### Organizational Performance MGMT ##### Advanced Recruitment and Selection COMM ##### Business Communications COMP ##### HRIS and Advanced Software Applications for the HR Professional

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			LAWS #### Canadian Employment Law MGMT #### Development of the Compensations and Reward Strategy MGMT #### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement FINA #### Management Accounting MGMT #### Strategic Human Resources Planning MGMT #### Strategic Organizational Training and Development MGMT #### Managing Strategic HR Projects MGMT #### Current Business Processes MGMT #### HR Community Consultancy
		➤ 2. respond to written, spoken, or visual messages in a manner that ensures effective communication	MGMT #### Principles in Human Resources Management HLTH #### Canadian Occupational Health and Safety MGMT #### Organizational Performance

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			<p>MGMT ##### Advanced Recruitment and Selection</p> <p>COMM ##### Business Communications</p> <p>COMP ##### HRIS and Advanced Software Applications for the HR Professional</p> <p>LAWS ##### Canadian Employment Law</p> <p>MGMT ##### Development of the Compensations and Reward Strategy</p> <p>MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement</p> <p>FINA ##### Management Accounting</p> <p>MGMT ##### Strategic Human Resources Planning</p> <p>MGMT ##### Strategic Organizational Training and Development</p> <p>MGMT ##### Managing Strategic HR Projects</p> <p>MGMT ##### Current Business Processes</p> <p>MGMT ##### HR Community Consultancy</p>

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
NUMERACY	<ul style="list-style-type: none"> • Understanding and applying mathematical concepts and reasoning • Analysing and using numerical data • Conceptualizing 	<ul style="list-style-type: none"> ➤ 3. execute mathematical operations accurately 	<p>HLTH #### Canadian Occupational Health and Safety</p> <p>COMP #### HRIS and Advanced Software Applications for the HR Professional</p> <p>MGMT #### Development of the Compensations and Reward Strategy</p> <p>MGMT #### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement</p> <p>FINA #### Management Accounting</p> <p>MGMT #### Strategic Organizational Training and Development</p> <p>MGMT #### Managing Strategic HR Projects</p> <p>MGMT #### Current Business Processes</p> <p>MGMT #### HR Community Consultancy</p>
CRITICAL THINKING & PROBLEM	<ul style="list-style-type: none"> • Analysing • Synthesizing • Evaluating 	<ul style="list-style-type: none"> ➤ 4. apply a systematic approach to solve problems 	<p>MGMT #### Principles in Human Resources Management</p> <p>HLTH #### Canadian Occupational Health and Safety</p> <p>MGMT #### Organizational</p>

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
SOLVING	<ul style="list-style-type: none"> • Decision-making • Creative and innovative thinking 		Performance MGMT ##### Advanced Recruitment and Selection COMM ##### Business Communications COMP ##### HRIS and Advanced Software Applications for the HR Professional LAWS ##### Canadian Employment Law MGMT ##### Development of the Compensations and Reward Strategy MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement FINA ##### Management Accounting MGMT ##### Strategic Human Resources Planning MGMT ##### Strategic Organizational Training and Development MGMT ##### Managing Strategic HR Projects MGMT ##### Current Business Processes MGMT ##### HR Community Consultancy

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
		<p>➤ 5. use a variety of thinking skills to anticipate and solve problems</p>	<p>MGMT ##### Principles in Human Resources Management</p> <p>HLTH ##### Canadian Occupational Health and Safety</p> <p>MGMT ##### Organizational Performance</p> <p>MGMT ##### Advanced Recruitment and Selection</p> <p>COMM ##### Business Communications</p> <p>COMP ##### HRIS and Advanced Software Applications for the HR Professional</p> <p>LAWS ##### Canadian Employment Law</p> <p>MGMT ##### Development of the Compensations and Reward Strategy</p> <p>MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement</p> <p>FINA ##### Management Accounting</p> <p>MGMT ##### Strategic Human Resources Planning</p> <p>MGMT ##### Strategic Organizational Training and Development</p>

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			MGMT ##### Managing Strategic HR Projects MGMT ##### Current Business Processes MGMT ##### HR Community Consultancy
INFORMATION MANAGEMENT	<ul style="list-style-type: none"> • Gathering and managing information • Selecting and using appropriate tools and technology for a task or a project • Computer literacy • Internet skills 	<ul style="list-style-type: none"> ➤ 6. locate, select, organize, and document information using appropriate technology and information systems 	MGMT ##### Principles in Human Resources Management HLTH ##### Canadian Occupational Health and Safety MGMT ##### Organizational Performance MGMT ##### Advanced Recruitment and Selection COMM ##### Business Communications COMP ##### HRIS and Advanced Software Applications for the HR Professional LAWS ##### Canadian Employment Law MGMT ##### Development of the Compensations and Reward Strategy MGMT ##### Labour Relations: Union Organization, Collective

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			Bargaining & the Collective Agreement FINA ##### Management Accounting MGMT ##### Strategic Human Resources Planning MGMT ##### Strategic Organizational Training and Development MGMT ##### Managing Strategic HR Projects MGMT ##### Current Business Processes MGMT ##### HR Community Consultancy
		➤ 7. analyze, evaluate, and apply relevant information from a variety of sources	MGMT ##### Principles in Human Resources Management HLTH ##### Canadian Occupational Health and Safety MGMT ##### Organizational Performance MGMT ##### Advanced Recruitment and Selection COMM ##### Business Communications COMP ##### HRIS and Advanced

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			Software Applications for the HR Professional LAWS #### Canadian Employment Law MGMT #### Development of the Compensations and Reward Strategy MGMT #### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement FINA #### Management Accounting MGMT #### Strategic Human Resources Planning MGMT #### Strategic Organizational Training and Development MGMT #### Managing Strategic HR Projects MGMT #### Current Business Processes MGMT #### HR Community Consultancy
INTER-PERSONAL	<ul style="list-style-type: none"> • Team work • Relationship management 	<ul style="list-style-type: none"> ➤ 8. show respect for the diverse opinions, values, belief systems, and contributions of others 	MGMT #### Principles in Human Resources Management HLTH #### Canadian Occupational Health and Safety

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
	<ul style="list-style-type: none"> • Conflict resolution • Leadership • Networking 		<p>MGMT ##### Organizational Performance</p> <p>MGMT ##### Advanced Recruitment and Selection</p> <p>COMM ##### Business Communications</p> <p>COMP ##### HRIS and Advanced Software Applications for the HR Professional</p> <p>LAWS ##### Canadian Employment Law</p> <p>MGMT ##### Development of the Compensations and Reward Strategy</p> <p>MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement</p> <p>FINA ##### Management Accounting</p> <p>MGMT ##### Strategic Organizational Training and Development</p> <p>MGMT ##### Managing Strategic HR Projects</p> <p>MGMT ##### Current Business Processes</p> <p>MGMT ##### HR Community Consultancy</p>

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
		<p>➤ 9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals</p>	<p>MGMT ##### Principles in Human Resources Management</p> <p>HLTH ##### Canadian Occupational Health and Safety</p> <p>MGMT ##### Organizational Performance</p> <p>MGMT ##### Advanced Recruitment and Selection</p> <p>COMM ##### Business Communications</p> <p>COMP ##### HRIS and Advanced Software Applications for the HR Professional</p> <p>LAWS ##### Canadian Employment Law</p> <p>MGMT ##### Development of the Compensations and Reward Strategy</p> <p>MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement</p> <p>FINA ##### Management Accounting</p> <p>MGMT ##### Strategic Human Resources Planning</p> <p>MGMT ##### Strategic Organizational Training and Development</p>

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			MGMT ##### Managing Strategic HR Projects MGMT ##### Current Business Processes MGMT ##### HR Community Consultancy
PERSONAL	<ul style="list-style-type: none"> • Managing self • Managing change and being flexible and adaptable • Engaging in reflective practices • Demonstrating personal responsibility 	<ul style="list-style-type: none"> ➤ 10. manage the use of time and other resources to complete projects 	MGMT ##### Principles in Human Resources Management HLTH ##### Canadian Occupational Health and Safety MGMT ##### Organizational Performance MGMT ##### Advanced Recruitment and Selection COMM ##### Business Communications COMP ##### HRIS and Advanced Software Applications for the HR Professional LAWS ##### Canadian Employment Law MGMT ##### Development of the Compensations and Reward Strategy MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			FINA #### Management Accounting MGMT #### Strategic Human Resources Planning MGMT #### Strategic Organizational Training and Development MGMT #### Managing Strategic HR Projects MGMT #### Current Business Processes MGMT #### HR Community Consultancy
		➤ 11. take responsibility for one's own actions, decisions, and consequences	MGMT #### Principles in Human Resources Management HLTH #### Canadian Occupational Health and Safety MGMT #### Organizational Performance MGMT #### Advanced Recruitment and Selection COMM #### Business Communications COMP #### HRIS and Advanced Software Applications for the HR Professional

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			<p>LAWS ##### Canadian Employment Law</p> <p>MGMT ##### Development of the Compensations and Reward Strategy</p> <p>MGMT ##### Labour Relations: Union Organization, Collective Bargaining & the Collective Agreement</p> <p>FINA ##### Management Accounting</p> <p>MGMT ##### Strategic Human Resources Planning</p> <p>MGMT ##### Strategic Organizational Training and Development</p> <p>MGMT ##### Managing Strategic HR Projects</p> <p>MGMT ##### Current Business Processes</p> <p>MGMT ##### HR Community Consultancy</p>



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APPENDIX B - PROGRAM DESCRIPTION

PROGRAM DESCRIPTION: (including occupational areas where it is anticipated graduates will find employment)

DESCRIPTION

The Human Resources Management Ontario College Graduate Certificate is a one-year graduate program for students seeking a professional designation in human resources through the intensive delivery of a human resources curriculum. The proposed program meets the Ministry of Training, Colleges and Universities (MTCU) Program Standard for Human Resources Management (MTCU Funding Code 70223).

The proposed program is delivered in two 15-week semesters, with an optional third semester field placement. Human Resources Management will be a laptop program, combining in-class, blended and online courses, and incorporating experiential learning.

The program curriculum meets all the coursework requirements of the Certified Human Resources Professional (CHRP) designation of the Human Resources Professional Association (HRPA), the equivalent of nine courses. Graduates with a university degree who achieve the HRPA-established minimum grade requirement for the CHRP courses may pursue their CHRP designation. The CHRP designation is the most widely recognized credential within the human resources field in Canada.

The remaining courses cover professional communication, employment law, project management, and business processes. In the second semester, students may apply for a position in the Community Consultancy, a program in which select students work with local businesses as human resources consultants.

HR RELATED CERTIFICATIONS

- *Fanshawe College is closely aligned with the *Human Resources Professionals Association* (HRPA). Accordingly, HR graduate diploma graduates, meeting the HRPA course specific course requirements (9 CHRP courses delivered in this program, minimum grade requirement – details at www.hrpa.org), will be eligible for the academic component of the Certified Human Resources Professionals (CHRP) designation. However, additional study (articulation and completion of a university degree, if not previously achieved) and experiential requirements will be necessary after this program for achieving the CHRP designation.
- Fanshawe College is closely aligned with the *Canadian Society for Training and Development* (CSTD). Accordingly, HR graduate diploma graduates, meeting the CSTD course specific requirements (one is delivered in program - details at www.cstd.ca) will be part way to their CTDP designation. Additional study and experiential requirements will be necessary after this program for achieving the CTDP designation.
- Fanshawe College is closely aligned with the *the Board of Canadian Registered Safety Professionals* (BCRSP). Accordingly, HR graduate diploma graduates, meeting the CRSP (Canadian Registered Safety Professional) course specific requirements (some courses are delivered in program - details at www.bcrsp.ca) will be part way to their CRSP professional designation. Additional study and experiential requirements will be necessary after this program for achieving the CRSP designation.

Occupational areas where it is anticipated graduates will find employment

- Human resources generalist;
- Health and safety officer/analyst;
- Recruitment coordinator; Recruiter
- Development of the Compensation and Reward Strategy analyst and administrator

- Human resource planner;
- Labour Relations: Union Organizations, Collective Bargaining and the Collective Agreement consultant;
- Training and development coordinator and specialist
- Employee relations advisor.

Industry Employment areas:

- Municipalities
- Hospitals and care facilities
- School Boards, colleges, universities
- Manufacturing
- Provincial and Federal Government Agencies

VOCATIONAL PROGRAM LEARNING OUTCOMES: (vocational program learning outcomes must be consistent with the requirements of the Credentials Framework for the proposed credential)

The graduate has reliably demonstrated the ability to:

1. contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes
2. administer and contribute to the design and evaluation of the performance management program
3. develop, implement, and evaluate employee orientation, training, and development programs
4. facilitate and support effective employee and Labour Relations: Union Organizations, Collective Bargaining and the Collective Agreement in both non-union and union environments
5. research and support the development and communication of the organization's total compensation plan

6. collaborate with others, in the development, implementation, and evaluation of organizational health and safety policies and practices

7. research and analyze information needs and apply current and emerging information technologies to support the human resources function

8. develop, implement, and evaluate organizational development strategies aimed at promoting organizational effectiveness

9. present and evaluate communication messages and processes related to the human resources function of the organization

10. manage own professional development and provide leadership to others in the achievement of ongoing competence in human resources professional practice

11. facilitate and communicate the human resources component of the organization's business plan

12. conduct research, produce reports, and recommend changes in human resources practices

ADMISSION REQUIREMENTS:

Program Eligibility:

1. university degree* or
2. Ontario College Advanced Diploma (three-year diploma) or
3. Ontario College Diploma (two-year diploma) with a minimum 2.5 cumulative GPA

** A university degree is a requirement for the Canadian Human Resources Professional designation.*
Applicant Selection:

1. Eligible applicants will be selected on the basis of the following selection criteria:
 - previous academic achievement
 - demonstrated HR or related experience

2. Postsecondary transcripts, indicating courses completed to date, must be submitted at the time of application
3. Applicants will be requested to submit a detailed resumé, and covering letter to demonstrate their suitability for a career in Principles in Human Resources Management*
Applicant must have a university degree to apply for the CHRP designation (as of January 2011 – see HRPA website)



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APPENDIX C - PROGRAM CURRICULUM

Semester	Course Code*	Course Title (and brief course description)
1	MGMT-####	<p>Principles in Human Resources Management</p> <p>This course will introduce the students to the role of the human resources professional in the field of human resources management. Topics such as job analysis, training and development, recruitment and selection, planning, performance management, employment legislation and career development, with additional functional areas of human resources will be presented. Through lectures, laptop instruction, teamwork, self-assessments and experiential exercises, students will be exposed to the human resources management field.</p>
1	HLTH-####	<p>Canadian Occupational Health & Safety</p> <p>This course will provide students with an in-depth understanding of health & safety practices and risk management principles in occupational workplaces required by Human Resources Management Professionals. Topics include rights and responsibilities of firms and employees, economic impact of loss control, hazard recognition, assessment and controls for physical, chemical and biological agents, accident prevention, safety metrics, emergency preparedness, WHMIS, WSIB Act, and Occupational Health & Safety Legislation.</p>

1	MGMT-####	<p>Organizational Performance</p> <p>This course provides students with an advanced understanding of how organizational effectiveness is dependent upon the interactions and relationships between individuals and teams within organizations. The content is based on theoretical models, the research underpinning these models and how these translate into the contemporary Canadian workplace. The course will examine topics ranging from employee motivation and performance management to organizational structure, culture, development and change. Students will explore topics around the role of individual values, perception and decision making and how these can influence team dynamics and leadership.</p>
1	MGMT-####	<p>Advanced Recruitment & Selection</p> <p>This course will assist the student in the development and evaluation of the recruitment strategy including areas such as recruitment, interviewing and the orientation process. Other topics will include learning the best methods to develop and implement advertising strategies to attract potential candidates. Students will learn how to develop selection processes as well as use valid assessment tools to establish valid criteria for hiring. Students will also develop strategies to align Advanced Recruitment and Selection with the goals of the organization.</p>
1	COMM-####	<p>Business Communications</p> <p>This course focuses on refining the students' abilities, from a Human Resources (HR) workplace perspective, such that they prepare and demonstrate use of HR communication competencies for the purpose of succeeding in the present day workplace environment. The communication tools learned will include speaking and presentation skills, research of</p>

		<p>current issues and business document writing, meeting minute taking, dressing and dining skills, and compilation of a professional HR - specific career portfolio including cover letter and resume. Students will learn about interpersonal communication and cultural differences in communicating in the workplace. Further, weekly, throughout the course, students will demonstrate proficiency in group dynamics akin to a HR team in the workforce.</p>
1	COMP-####	<p>HRIS & Advanced Software Applications for the HR Professional</p> <p>To keep up the fast pace of changing technology and enhanced managerial responsibilities it is essential for the upcoming Business Human Resources professional to be highly efficient in both computer software applications and human resources research and information systems (HRIS). Fundamental computing concepts included in this course are file management, internet searches and sites, Outlook, Excel, Word, PowerPoint and Access. HRIS curriculum will expose and educate the student in planning, identifying, assessing, developing, implementing and managing sound HR related information. Higher order analysis skills will be taught in order to facilitate comprehensive understanding of HRIS reports.</p>
1	LAWS-####	<p>Canadian Employment Law</p> <p>An examination of the principles of Canadian business law with the main focus on current legislation affecting human resource management including: human rights codes, Employment Standards Act, Pay Equity Acts, the Charter of Rights and Freedoms, employment equity legislation, and certain aspects of</p>

		labour relations legislation. The course will look at both unionized and non-unionized environments from an employment law perspective. Further the course will examine international law as relates to Canadian companies abroad.
2	MGMT-####	<p>Development of the Compensation & Reward Strategy</p> <p>This course will provide students with an understanding of the process, issues, and techniques involved in developing a compensation system. Students will learn both the theoretical and applied aspects of the compensation function; develop and recommend strategies that link the compensation function to the goals of the organization; as well as develop and recommend compensation and reward systems that are necessary to attract, retain and motivate the required workforce.</p>
2	MGMT-####	<p>Labour Relations: Union Organization, Collective Bargaining and the Collective Agreement</p> <p>This course provides students with a comprehensive overview of the history, development, operation and future of Canadian Labour Relations: Union Organizations, Collective Bargaining and the Collective Agreement. It examines the political and social context in which labour, employers, the government and society function. The course provides the framework in which HR professionals will be working in contemporary unionized environments. Through exploring concepts, case studies and practical applications, the course will take the student through the process and issues of union organization and certification to the complexities of collective bargaining and the administration of the collective agreement. The course will offer a closer look at public sector unions, the nature of the labour management relationship and contemporary issues.</p>

2	FINA-####	<p>Management Accounting</p> <p>In this course students will learn the difference between financial and managerial accounting. The course will teach the students how to create financial statements, assess how costs are classified, budget creation, how HRIS and other accounting software facilitates the production of financial reports. Further, students will utilize accounting principles such that they are able to analyze external financial information and in turn reflect this in evaluation and decision making, with respect to the organizations performance. Management Accounting also examines the political and social context in which labour, employers, the government and society function in order to offer a broader understanding of this function in the business workplace.</p>
2	MGMT-####	<p>Strategic Human Resources Planning</p> <p>Human Resources play an integral role in the development of an organizational business plan and strategy. This course will provide a detailed analysis of the essential elements of the Strategic Human Resources Planning process. Areas of focus will include environmental analysis, forecasting human resources demand and ascertaining human resources supply. Quantitative, as well as qualitative concepts, approaches and techniques will be used to evaluate the impact of human resources initiatives towards achieving organizational strategic goals.</p>
2	MGMT-####	<p>Strategic Organizational Training & Development</p> <p>Students will learn how to develop, implement, and evaluate training needs and training programs. In addition, students will learn about the importance of training and development as a strategic approach to improved productivity, efficiency and</p>

		effectiveness in the organization.
2	MGMT-####	<p>Managing Strategic HR Projects</p> <p>In this course students will have a clear understanding of how to manage strategic Human Resources projects and its unique challenges. This course involves understanding and managing the relationships between people and technology, and the scarce resources of time and money. This course will provide practical theories for the successful development, implementation and evaluation of strategic Human Resources projects. Students will be introduced to a variety of principles, practices, tools and resources they can use to manage projects in a Human Resources setting.</p>
2	MGMT-####	<p>Current Business Processes</p> <p>The purpose of this course is to explore the various current functional areas of business in Canada, so as to understand the role and place of HR in each. The interrelationship among these areas will be explored and discussed from an HR perspective. Students will research and be exposed to a variety of business concepts, including major current business trends, the role of government in HR decision making, marketing, operations management, employee-management issues, financial resources management, work issues and business ethics, international business, social responsibility, community- related philanthropy.</p>
2	MGMT-####	<p>HR Community Consultancy</p> <p>This course will employ students in the pursuit of helping real businesses in our local community solve problems or realize opportunities. Community Consultants is a business consultancy operated by Fanshawe's Lawrence Kinlin School of Business. The service gives students the opportunity to</p>

		<p>gain real-world employability skills and to build a portfolio and gives clients the opportunity to add value to their business while contributing to the community. At the discretion of the Chair of the Lawrence Kinlin School Business, the Course (MGMT-####) will be substituted for two current courses in each student's timetable.</p> <p>Students will take either:</p> <ol style="list-style-type: none"> 1. MGMT-#### *Managing Strategic HR Project <i>AND</i> MGMT-#### *Current Business Processes 2. <i>OR</i> MGMT-#### *Community Consultancy
3	FLDP ####	<p>Field Placement</p> <p>This course will provide a practical opportunity to first hand, demonstrate and experience core human resources skills in the current HR workplace environment. The placement will consist of 525 hours of participation in an HR department, under the supervision of a HR (CHRP) professional and college placement supervisor. The student will develop career specific skills through the application of their knowledge gained through the Graduate Certificate course of study.</p>

Add additional rows as required to complete the curriculum chart.

* (be sure to identify those courses designed to deliver General Education)

➤ no Gen Ed requirement for Graduate Certificate