



# Careers information sheet

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## Human Resources

### What is meant by Human Resources?

Human resource (HR) departments in both the public and private sectors are responsible for the people employed in their organisation. They recruit and develop staff and make sure they are paid and treated fairly and within the law.

The main responsibilities of HR staff are

- recruiting staff
- keeping employee records
- organising (and sometimes delivering) staff training and development
- making sure that staff receive the right pay and benefits
- dealing with grievances and disciplinary procedures
- promoting equality and diversity and health and safety
- advising on pay negotiations, redundancy and employment law
- developing HR policies and procedures for their organisation

HR officers may be able to specialise in large organisations or companies but in smaller ones they are usually responsible for all aspects of the job.

Many people enter HR as graduates and then go on to take professional qualifications. However, an alternative is to find employment in an HR department earlier in your career and train part time while you are at work. This route can also lead to high level professional qualifications.

Source: learndirect/CIPD

There are several different pathways to become qualified.

- ROUTE 1 - Work based learning 1
- ROUTE 2 - Work related learning 2
- ROUTE 3 - Graduate entry

Go to the Key Routes web pages for interactive versions of these – <http://www.keyroutes.org.uk/careas/business/opt-humanres.aspx>

Adults without formal qualifications can move into accounting. The industry welcomes mature entrants with experience, good people skills and business sense.

## **What else should I be doing?**

It would help your career in Human resources to:

- look for work experience, temping or a holiday job in a human resources department
- work on your communication and negotiation skills
- practise your keyboard skills and basic office software
- develop your commercial awareness and enterprise skills
- read People Management magazine  
<http://www.peoplemanagement.co.uk>

## **Useful links**

Organisations offering relevant accredited qualification include:

Chartered Institute of Personnel and Development  
<http://www.cipd.co.uk>

Institute of Leadership and Management  
<http://www.i-l-m.com>

NCFE  
<http://www.ncfe.org.uk>

OCR  
<http://www.ocr.org.uk>

The Chartered Institute of Personnel and Development  
<http://www.cipd.co.uk> has information on careers in Human resources and accredited professional qualifications.

ENTO  
<http://www.ento.co.uk> has details of apprenticeships

Lifelong Learning UK  
<http://www.lluk.org> is the Sector Skills Council that oversees professional standards for trainers.