

2018



Course Title	AID (HR) (Advanced International Diploma in Human Resource for Practising Accountants)
Total Units: 5	<ol style="list-style-type: none"><li>1. Principle of Management</li><li>2. The Nature of Human Capital</li><li>3. Staffing the Organization: Job Analysis &amp; Description</li><li>4. Recruitment and Selection</li><li>5. Training and Development/ Career Planning</li></ol>
Learning Hours	50
Academic Hours	30
Practice Hours	20
Assessment	5 Assignment (1 for each unit) or Exams
Candidate Minimum Qualification	12 Years of education or Certified Practising Accountant (UK) or Equivalence

Unit	Summary & Learning Objectives
<p><u>Unit-1</u> Principles of Management</p> <p>Learning Hours: 15</p>	<p><u>Unit Summary</u></p> <p>In this introductory unit, learner will begin exploration of the practice of management. In human society there has always been a need for some degree of management in order to organize the efforts of individuals for the common (and individual) good. Even in very primitive times, gathering food, protecting against predators, and caring for the young required humans to coordinate and organize in order to achieve common goals. Put simply, the term management refers to the coordination of work activities through and with other people to accomplish the goals of an organization. In this unit, you will explore the various functions of management. Management involves not only coordination, but also planning, organizing, leading, and controlling. Over the years, the common definition of management has become less specific, as managerial functions have come to include staffing, directing, and reporting. In modern companies, there are fewer layers of management, as today's organizations rely instead on the delegation of responsibilities and authority in order to achieve goals. As a result, today's managers now speak in terms of "leading" or "guiding" people, rather than giving instructions for every action.</p> <p><u>Learning Outcomes</u></p> <p>Upon completion, learner should be able to:</p> <ol style="list-style-type: none"> <li>1. Define the functions of managers.</li> <li>2. Discuss and analyze the purpose of management.</li> </ol>
<p><u>Unit-2</u> The Nature of Human Capital</p> <p>Learning Hours: 13</p>	<p><u>Unit Summary</u></p> <p>People are a firm's most valuable resource, and many of the most successful firms proudly profess this fact in recruitment materials, press events, and statements of their corporate values. Human Resource Management has been a focus in corporate strategy for the last half-century, especially in light of the emergence of a service-based economy (whereby most firms today provide services as opposed to the</p>

products produced by firms in the past). In this unit, you will learn about the role that Human Capital Management plays within any organization. You will also review a variety of major topics pertaining to human capital, including the nature of HR management, strategies for HR management and planning, legal framework for equal employment as it applies to managing diversity, and the application of affirmative action.

### Learning Outcomes:

Upon completion, learner should be able to:

1. Explain why managing human capital is relevant for all managers in any organization.
2. Identify current trends and challenges in managing human capital today.
3. Explain why strategic resource planning is necessary to attract, recruit, and retain valuable human capital.
4. Identify key laws and legislation that shape how human capital decisions should be made.
5. Identify the key elements and contexts of affirmative action, and use the insight to support making informed decisions regarding diversity when managing human capital.

### Unit-3

Staffing the  
Organization:  
Job Analysis &  
Description

Learning  
Hours: 10

### Unit Summary

Identifying the right people for a firm can be very difficult. To make things more challenging, job descriptions often do a poor job of detailing the employment environment. By conducting a proper job analysis of all roles within a firm, hiring managers can better identify the traits they need a future employee to possess for a specific job. Employers seek employees with traits that fall into one of four categories: Knowledge, Skills, Abilities, and Other Characteristics. Collectively, these traits are referred to as KSAs. The keys to success lay not in an individual's experience with Microsoft Office or his or her ability to work in a high stress environment, but rather in his or her capacity to learn on the job, humility in admitting fault, and temperament in a stressful situation. In this unit, you will learn how to identify the true

demands of a job and translate them into an accurate job description.

Learning Outcomes:

Upon completion, learner should be able to:

1. Define and explain how to conduct a job analysis, and discuss the validity of an analysis in support of other key human capital functions.
2. Describe how to effectively manage human capital and properly assess knowledge, skills, and abilities to find valuable resources (people).

Unit-4

Recruitment and Selection

Learning Hours: 8

Unit Summary

Identifying the traits, one will need for success in a position is relatively easy compared to the daunting task of identifying those traits within an applicant. Given the cyclical nature of unemployment, you will likely receive a pile of resumes simply by posting an opening on a company website or job board. But how many of those resumes will be worth looking through? How many will be worth interviewing? And will any of them be the right person for the job? You do not want to just select the best person in the applicant pool; you want to find the best person for the job. Sometimes this means going beyond the normal labor market and recruiting people currently employed at other firms. There are a number of methods of recruiting the right talent. Some firms prefer to use specialized recruiting firms, while others ask their current employees for recommendations. The point is that a firm needs to cast the widest net possible in order to secure a large applicant pool. Then, the firm must face the challenge of selecting the right applicant by determining whether he or she possesses the KSAs discussed in the last unit. Like it or not, the interview method of selection is one of the weakest forms of selection. Critics argue that it is too subjective. While subjectivity is not a bad thing, it must be paired with the right objective measures. This unit will cover a number of such measures that can be useful in identifying candidates. Please note that interviews are still very important and that there are "right" and "wrong" ways to conduct interviews, all of which will be addressed here. One of the key points to remember when recruiting and selecting human capital is that you should identify individuals who share the company's ideas

about the goals and objectives of its business. You should work to identify unique individuals with shared and complementary skill sets in order to build an effective team. Recruiting and selecting human capital should be carried out in order to provide the organization with a strategic advantage.

**Learning Outcomes:**

Upon completion, learner should be able to:

1. Explain how to develop a personnel plan, creating successful strategies for recruiting, selecting, onboarding, and retaining valuable human capital.

**Unit-5**

Training and  
Development/  
Career Planning

Learning  
Hours: 4

**Unit Summary:**

Once recruitment process is completed, it is crucial that you properly train and develop your human capital. As you go through this unit, think of training as a process used to inform new members of the specifics associated with the jobs that they have assumed. Development should be thought of as a continuous process of improvement and as an opportunity to provide human capital with the updates and insight needed to be successful on the job. Career planning refers to the process of mapping the career growth of your human capital and building strong relationships between human capital and the management team. Note: Career planning is sometimes referred to as succession planning.

**Learning Outcomes:**

Upon completion, learner should be able to:

2. Create strategies to support the training and development of human capital.
3. Describe the impact that career/succession planning has on human capital.

**Form: AE-V**    **International Students**  
**Enrolment | Exemptions | Examination**

**PERSONAL DETAILS**

Surname/Family Name:

First/given names:

Middle names:

Title (Dr, Mr., Mrs., Ms, Miss, etc):

Sex (male or female)

Date of birth:

**ADDRESSES**

Permanent home address:

Address for Correspondence (if different from home address)

Tel:

Mobile:

Tel:

Mobile:

Email:

Email:

**PROGRAMME OF STUDY**

Application Level and Progressive / Diploma Route:

Enrollment     Exemption     Examination

DBA (Diploma in Business Accounting)

ADIP (Advanced Diploma in Public Accounting)

IFRD (International Financial Reporting Diploma)

CPA (The Certified Practising Accountant)

FMD (Financial Management Diploma)

AID (HR) (Advanced International Diploma in HR)

Would you like to continue to become a qualified Certified Public Accountant (CPA) professional?     YES     NO

**METHOD OF STUDY**

Distance Learning     Full Time     Online

**EDUCATION AND QUALIFICATION**

Name of Institution	Year	Qualification / Award	Major subject(s)

**NB:** Photocopies of all certificates and course transcripts awarded for these qualifications must be enclosed with this application.

**EMPLOYMENT DETAILS / OTHER EXPERIENCE**

Designation / Post	Employer	From	To

## OTHER INFORMATION

Finding out about the CPAPRO® UK ... How did you first learn about us?

Where did you obtain this application form?

ALL APPLICANTS should note that The Association of International Certified Public Accountants (CPAPRO® UK) reserves the right to make without notice changes in regulations, courses, fees etc. at any time before or after a candidate's admission. Admission to the program is subject to the requirement that the candidate will comply with the association's registration procedure and will duly observe the Memorandum & Articles of Association, Bylaws and Regulations from time to time in force.

DECLARATION (to be signed by all applicants) I confirm that the information given on this form is true, complete and accurate and no information requested or other materials information has been omitted.

Signature (Applicant):

Date:

### Checklist of Application

- Application, including signature of applicant
- Two photographs, taken within last six months
- Photocopy of CNIC and / or Passport
- Official high school, college and university transcripts from every institution you have attended
- Official membership certificates from every professional body you have been awarded the membership status
- Updated professional resume
- Fee deposit receipt
- Professional reference from 1 referee

Complete the form and send to us through: [registration@cpapro.eu](mailto:registration@cpapro.eu) along-with required documents

### PROFESSIONAL REFERENCE (To Be Provided By All Applicants)

#### TO THE REFEREE

The above-named is applying for admission to The Association of International Certified Public Accountants (CPAPRO® UK), and has named you as a referee. We would be grateful to receive, in confidence, your opinion of the candidate's suitability for the proposed course of study. Thank you for providing a reference.

Surname/Family name:

Title: (Dr., Mr., Ms., etc)

Company & Position:

Qualification:

Relationship to Applicant:

Tel:

Email:

How long have you known the applicant?

Your Comment on the above applicant OR Reference letter attached

Signature: \_\_\_\_\_

Date: \_\_\_\_\_