

MANAGING PEOPLE
ASSIGNMENT1
CIPD HUMAN RESOURCES

MOODLE: MANAGING PEOPLE {LCBB5004}

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Table of content:

Task 1 500-word CIPD professional map and
HR professional what it means

introduction.....

CIPD Professional map.....

What is it?.....

What does it do?.....

Typical role job.....

Core behaviour.....

Core knowledge.....

Specialist knowledge.....

Task 2 1500-word REPORT.....

planning, recruitment, and selection

How those are involved with Nicholas James
care homes.....

Conclusion.....

References.....

Task 1 CIPD professional map and HR professional Introduction:

What it is a CIPD?

The CIPD it has been created to help professionals to set up a knowledge value for people professionals, to make their greatest impact in a changing word of work. Applying the professional maps help them to make a better decision, perform better in a changing in the organisation and progress the career. The professional map helps them to have a clever look in the organisations, to analyse the knowledge and the behaviour. The map it has been created with a different organisation's, workers, and university. The map its start with the purpose. Why the purpose it is an important? The main purpose

its to create positive changes, the share purpose it's an important in the organisation to create a better relationship between an organisation and a collective, a share purpose its an important to maintain a collective purpose. The professional map its not gone tells as what to do but can show you be a principle led, evidence based, and outcomes driven. Those can help in the professional's organisations in the future, make a long-term decision for community, organisation, professional and society.

Core knowledge: The next step in CIPD it is a core knowledge. Thew core knowledge help you to take an affective decision, what knowledge you need to be effective professional. The main area it is a people practice, people behaviours, digital working, analytics and creating value, changes. The core knowledge it is a apply to everybody

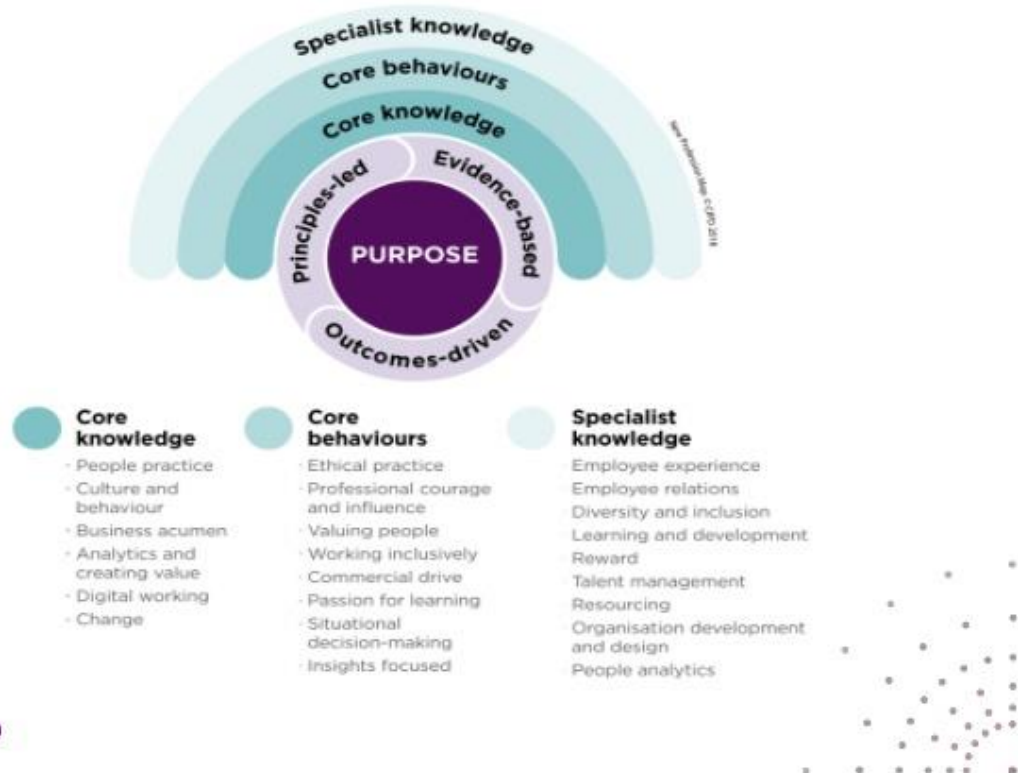
working with the people. You need to know the employment law and have a good understanding on all those areas to be a good professional.

Core behaviours: The core behaviours in the CIPD professional map gives to the professionals a close look where we are? and did we do enough? The core behaviours help to the professionals to have ethical practice, professional courage and influence, value the people, passion for learning, situation decision making. The professionals take responsibility for the decision ethical and perspective. Act responsible to the people in the organisation and out of the organisations consider the ethical decisions in the short and long term. Handle the professional data and information responsibly. The professional should demonstrate honesty when dealing with others, to be a professionalism and create

trust, to be a leader in the organisations. To recognise and accept the mistakes and to create an environment for improving and learning.

Specialist Knowledge: The knowledge should be applied in areas where the knowledge its gone have a positive impact, for example employer experience the professionals need to build a trust and culture, how to provide a management practice and behaviours in the organisation. How to apply a learning motivation in the employee in a different learning context.

The new Profession Map



TASK 2 1500 WORD REPORT

PLANING, RECRUTMENT AND SELECTION REPORT FOR NICHOLAS JAMES CARE HOMES

PLANING: What is the planning in the HR?

The definition for planning in the HR professional's it is continuous process with strategic planning, to achieve the most valuable for the company assets the human. The human resource planning make shore the

employee and the job it fits perfectly. It has had four key steps when it has come to planning to analyse the present supply, forecasting the labour demand, balancing with the labour supply and demand and support the organisational goals. The HR need to be flexible to meet the short-changing staff and to meet the demand expectation in a long period, and to meet the organisational goals. The HR Professionals meet all the challenges in the organisations people often been sick, promoted, or going on holiday. The HR professionals need to plan, decide and to find an attractive person for the position, do the training and reward programs to attract the candidate, deal with absence and conflicts, promote or let them go employee if they can meet the expectations in the organisations. In the Nicholas James Care homes, the planning it happened in the HR office which is based in a 30 Station Road Orpington Kent. The organisation looking for

different people to provide a care for people with disability or vulnerable people. The HR professional strategy it is to find a suitable candidate for a different role, like a Health care assistant, Nurses, Domestic staff and Activity person, the company provide a different training for the different roll and it is a very supportive in a daily basis. They have a different rewards like an employer of the month and very friendly team. The employee has a different trainings and chance to be promoted to the high level like a team leader or other role. The HR professionals in the care home need to deal time to time with shortage of employee. The solution on this problem is to use an agency witch it provides them a person with qualification for the position. The other way to stars to work for the company it is to apply directly to the company website. There they are explaining in detail the training program and rewards. The HR professionals in this organisation planning all duties and

organizing appropriate, the core value for the company its to provide a quality health care service, and safe environment for the patient and the employee. The prime planning diagram for the HR professionals it is in couple of steps right staff, right skills, right place, and time.

Safe, Effective, Caring, Responsive and Well- Led Care		
Measure and Improve -patient outcomes, people productivity and financial sustainability- -report investigate and act on incidents (including red flags) - -patient, carer and staff feedback-		
-implement Care Hours per Patient Day (CHPPD) - develop local quality dashboard for safe sustainable staffing		
Expectation 1	Expectation 2	Expectation 3
Right Staff 1.1 evidence based workforce planning 1.2 professional judgement 1.3 compare staffing with peers	Right Skills 2.1 mandatory training, development and education 2.2 working as a multi-professional team 2.3 recruitment and retention	Right Place and Time 3.1 productive working and eliminating waste 3.2 efficient deployment and flexibility 3.3 efficient employment and minimising agency

HR Planning

■ Human Resource (HR) Planning

■ The process of analyzing and identifying the need for and availability of human resources so that the organization can meet its objectives.

■ So **Human resource planning** is a process by which an organization ensures that



RECRUITMENT: What is a recruitment and who it is a responsible for that in the Nicholas James care homes?

The recruitment it is a process of searching and hiring the right candidate for the specific position, or jobs and stimulate them to apply for the job in the organisation. It is an entire

process of hiring to the integration in the company. The recruitment process varied from company to company depend on the goals and objectives to the organisation. The 3 steps it is the process of hiring a candidate planning, job posting communicate. After that it has come the process of planning the other part which is a budget, timing, scope, and level. This process mostly required a different activity to find a suitable candidate, they can be a advertising in own web site, recruitment agency, application in the organisation or use a software programs, to find a suitable candidate you need to write a good job description and be a communication responsive, after that it's a time to choose the right candidate with the right skills, talent, and qualification for the job or position ,invite the person for interviewed, if the candidate it's been chosen we need to integrate them in the company. The different trainings and programs need to be able for the chosen

candidates. The recruitment process needs to be fear and discrimination free; this is the way to create a value proposition and attract a talented people to the company.



In the Nicholas James Care Homes, the recruitment process it has a different way, one of the ways it is to hire people from the company website, agency, different websites, and person to person. They provide a different position and different training for those position. The company using external and internal method of recruitment. For

example, the following job requirement is a for Health care assistant and nurses. For the Health care assistant, they need passionate, with caring nature people with NVQ 1 or 2, and for nurse they need to have a valid PIN number and to be fully competent.

SELECTION: What is the selection in HR professional? How Nicholas James care homes do they selection?

The selection process in HR professional's it is a process of hiring the right person, for the right position, in the right time. It has an eight step in the hiring process. The first step it is a job posting, this process it required to write a brief description for the position. Start from the headline explain the job role what education and skills the candidate needs to have for example: in Nicholas James Care Homes for position Health Care Assistant, you need to have a NVQ level 2 and 3 minimum to

work under the pressure to be kind and to have a good communication skills. The benefits to apply to the Rolle it is good pay rate, free uniforms, and employee of the month with cash reward. The next step its to invite the candidates to interview and select the person for the position the HR professional, in this stage need to ask the candidate what experience they have, background, self-evaluating question, references from previous employer, and the closing process it is to ask the candidate with what he or she can give to the organisation? when they can start? why they left a previous job? What salary they expect from this position? What make them to apply for this position? Assessment test, the assessment test stage you need to give to the candidate a small task to see the ability on the candidate. For example, in Nicholas James Care homes for the position for Health Care Assistant they give you a full set of question about a health

and safety procedure the Control of Substances Hazardous to Health Regulations.



Like a HR professional you need to give a time to the candidate to complete the assessment for the position. Health Care Assistant it is a tree to five working days. If the candidate it has been chosen you need to check the criminal record, driving records and credit report, verifying records and drug test. Reference check if everything what candidate say during the interview its true, look for potential weaknesses and liability to perform the duty, collect all information provided by

the previous employer, especially what behaviour they have in the previous position. If the candidate suits after the check next step is to offer a contract, you need to explain the candidate the procedure in the organisation and implement them, explain them what it required from them, and meet them with the staff and the manager in the care home, help with the application and then provide a proper training and implementing in the organisation.

Human Resources Operational Functions

Procure	Develop	Compensate	Integrate	Maintain
Job Analysis Recruitment Selection Placement Onboarding Transfer Promotion	Performance Appraisal Training Career Planning Development Transition Planning	Evaluation Wages & Salary Bonus & Incentives Payroll	Labor Relations Motivation Grievance Discipline	Health & Safety Risk Management Social Security Welfare Record Keeping

CONCLUSION:

HR professionals it's a important part for a organisation, in this day they face allots challenges specially in this year 2020 because they need to fined a different ways to cope in the recruitment process and interview process, its come to be a more difficult during the pandemic, most company facing the challenge to fined a new employees and to implement them in the organisation, coze the business it's been affected, they need to work from home and interviewing the people online. The HR professional position on theory may see a not so difficult and some company prefer to not have a HR in the organisation. The HR professional on practice it is a difficult and the professionals been challenged every day from recruitment process to the dealing in the daily basis task. They need to be flexible and deal in different area in the organisations, support the

employees and the organisation, to take a difficult decision and to create a friendly and safe environment. The HR need to be a honest person, to be friendly and understanding the need on the organisation, to recognise the potential treats and to improve the skills on the people in the organisation. They need to communicate effective and to make shore itcreated a safe environment and be a principal person. On practice more HR facing the challenge to find a proper person for the position or when some of the main staff missing unexpected, to cover the shifts to the employee. The HR may need to be use when somebody need to be fired or something go wrong. Often the HR get the negativity or bad attitude. Sometime the employee brings a problem to the HR, and they do not give the information when and how they solve the problem. General the employees do not trust to the employer, and they think when they point a problem it is

may be unsolved and its be sweep under the rug, for this the HR it come like the bad person and can face a misunderstanding from the organisation, and employee. The reality of the professionals its hard to perform always well.

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