



Faculty of Management and Finance
Bachelor of Business Administration Honours in Human Resource Management
Degree Programme
Course Unit Information Sheet

Course Code		HRM 32513			
Course Name		Human Resource Audit			
Semester		3000 Level - Semester II			
Credit Value	3	Core/Optional	Core	GPA/NGPA	GPA
Hourly Breakdown		Lectures	Practical	Independent Learning	
		45 Hours		105 Hours	
Course Description Human Resource Audit involves an objective and systematic evaluation of HR policies, procedures, systems, and practices of HR functions to assess the current HR position of an organisation for continuous improvement. This course provides knowledge and skills on concepts, methods, and techniques for designing and conducting an HR audit and facilitating corrective actions to improve the effectiveness of HRM functions.					
Intended Learning Outcomes				PLO Alignment	
At the end of the course unit, the student shall be able to,					
1. Explain the significance of HR audit in improving the effectiveness of the organisational HR position and continuous business improvement.				1, 10	
2. Describe the concepts, principles, approaches, and techniques in implementing HR audit.				1, 2	
3. Discuss the skills and professional conduct of HR auditors in facilitating corrective actions.				5, 8, 20	
4. Apply HR audit concepts, models, and techniques to conduct HR audits and review progress.				10, 15, 22	
5. Discuss major implementation challenges in conducting HR audits.				16, 21	
Course Content				Hours	ILOs
1. Introduction to HR Audit				3	1
2. HR Audit Scope and the Organisational Context				3	1
3. Approaches for HR Audit and HR Audit Techniques				9	2
4. Deciding Evaluation Criteria and Measurable Indicators				3	2
5. Evaluating HRM Functions/Programs				6	2, 4
6. Evaluating Roles and Structures of the HR Team				3	2, 3
7. Professional Conduct and Competencies of HR Auditors				3	3
8. HR Audit Reporting, Communication, and Data Management				6	4
9. Deciding Corrective Actions and Reviewing Progress				3	4, 5
10. Contemporary Issues in HR Audit				6	5
Teaching Methods					
Lectures, Tutorials, Case studies, Guest lectures, and Group discussions.					

Assessment Methods		
In-course Assessments 30 %	Final Examination 70 %	Total: 100%
Recommended Reading		
1. Edwards, J.E., Scott, J.C., & Raju, N.S. <i>The human resources program-evaluation handbook</i>. Sage Publications. The latest edition. 2. Rao, T.V. <i>HRD audit: Evaluating the human resource function for business improvement</i>. SAGE Publications. The latest edition. 3. Nankervis, A., Baird, M., Coffey, J., & Shields, J. The latest edition. HR program evaluation (in Chapter 12: Evaluating SHRM: towards the future, <i>Human resource management: strategy and practice</i>, The latest edition, Cengage Learning: Australia.		