

Professional Practice: the role of the HR Officer

Code: 43172
ECTS Credits: 6

Degree	Type	Year	Semester
4313788 Management of Human Resources in Organizations	OT	0	2

Contact

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Teaching groups languages

You can check it through this [link](#). To consult the language you will need to enter the CODE of the subject. Please note that this information is provisional until 30 November 2023.

Teachers

Susana Pallares Parejo

Prerequisites

There are no prerequisites.

As the internship places are limited, the coordination of the master's degree will carry out an "evaluation" of the students interested in taking this optional module. This evaluation consists of an interview, to be carried out before enrollment, and the assessment of the CV of each one of the students. This first evaluation allows discriminating the most prepared students to develop professional practices; these being the ones that can enroll in the module. However, those who are not selected for it will always be able to carry out professional practices through the management of Treball Campus. In this case, the accreditation and management of the same will be the responsibility of the student and the Servei d'Ocupabilitat (<http://www.uab.cat/ocupabilitat/>).

Objectives and Contextualisation

At the end of the module the student will be able to: a) develop the competencies required to carry out a professional role; b) apply the knowledge acquired in the functions and tasks to be carried out in the professional work placement and; c) gain knowledge of various models of reference of the professional role in a working environment.

External work placements are not compulsory, but rather optional. In these placements the students will carry out the duties of an HR technician. The duties to be performed could be focused on one area (e.g. selection) or cover various departments.

To create places in which to carry out these work placements, there are framework agreements in place with companies that collaborate with the master's programme, with the possibility of signing new agreements with

other organisations throughout the academic year. Therefore, the organisations where professional work placements are carried out may be in the public, private sector or social organisations (non-profit sector); organisations primarily dedicated to HR activities (consultancies, temporary employment agencies etc.) or organisations dedicated to other activities, which have an HR department or duties or clearly defined staff carrying out these tasks.

Competences

- Deal appropriately with internal and external clients.
- Evaluate specific operational plans and programmes for human resources in order to introduce improvements.
- Mark out human resources needs in the different areas of an organisation, from a proactive, systemic approach.
- Use acquired knowledge as a basis for originality in the application of ideas, often in a research context.

Learning Outcomes

1. Find deficiencies in specific human resources processes by observing and reflecting on an organisation's practices.
2. Identify crucial factors in adapting innovative human resources programmes and systems to different types of organisation.
3. Propose measures to improve human resources procedures to internal clients.
4. Use the theoretical and practical frameworks of the discipline in the observation and analysis of human resources procedures in specific organisations.

Content

The content of this module will be those specific to the various work placement programmes of the organisations which collaborate with the master's programme, and those in which the students will participate in; all of them related to the tasks of an HR technician.

Methodology

Regarding the procedure, first we communicate personally with the students, in order to know and collect, through a form, their preferences regarding: the areas of performance (training, selection or consulting, among others), the types of company (public, private or service, among others) and other preferences and/or observations of interest. At the same time, students are asked to post their updated cv in .pdf format in the moodle space designated for it (times and deadlines are announced in the news forum).

In parallel, contacts are made with the students, we contact the organizations that are part of the master's program (we continually try to make synergies with new organizations) to update and/or collect their data. We refer, among others, to the main activities of the center, the tasks that the student can carry out in the center, the tutors who will accompany and train them, as well as the periods and times in which the students can join. .

Once both information has been collected, taking into account the interests expressed by the students, the skills in the interview and the demands of the organizations, the resumes are sent to the organizations. The average number of shipments is two or three companies per student. From this moment on, the companies contact the students that best fit their corporate profiles to interview them and get to know them personally. As if it were a real selection process, the companies and institutions are the ones that finally decide which student they welcome (always with the approval of the master's coordination).

The assignment process, in general and except in specific cases that require it, begins in November-December, with the aim that they can begin their internships at the beginning of the year, after having signed the specific agreement that links the student and the organization. The practices have a duration of 150 hours and, in general, are carried out from February to May-June. If you want to extend the internship period, and do more hours than the 150 stipulated, you may, via the Employment Service, establish an extra-curricular agreement and do up to 550 more hours.

In the event that there are students who want to recognize their professional experience, to validate the internship, they must prove (through official documentation) a professional experience of at least two and a half years, in a professional area related to the job profile of the master's degree. In this case, the quantitative mark to which you will choose will be a five. To opt for a seven (notable) a report of work experience must be submitted.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Supervised			
Realization of practical activities	145	5.8	1, 3, 2, 4
Type: Autonomous			
Reflection of the learning done	5	0.2	1, 4

Assessment

The evaluation of the internships will be carried out, on the one hand, by the organizational tutor, based on a guideline that includes a quantitative assessment of behaviors associated with the competencies contemplated in the module and, on the other hand, a qualitative assessment of the involvement of the person in the internship; on the other, it will be the student himself who will decide the grade based on a self-evaluation.

Once the practices are finished, the students must send their company tutors the evaluation document (available on the Moodle platform); subsequently it will be sent by the tutors directly to the person in charge of the module via e-mail. The students, for their part, must fill in and post their self-assessment in the Moodle space. Both evaluations, with a value of 80% for the first and 20% for the second, make up the final grade for each of them.

The abandonment of the internship once the center has been assigned and the internship period has begun can only occur as a consequence of force majeure. Likewise, students who obtain a final grade of the module between 4.00 and 4.99, due to the lack of delivery of some evidence due to a justified situation (illness...) may submit alternative evidence proposed by the module's teaching team.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Evaluation from the organisation's tutor	80%	0	0	1, 3, 2, 4

Bibliography

There is no specific bibliography for this module of the master's degree, although all that recommended in other modules of the same is likely to be adequate for its contents. In any case, the people who tutor, both internal (UAB) and external (centres) can recommend documentation for the topics covered in the practices.

Software

No specific software is required.