

<b>Unit Title: Personnel Information Systems</b>	<b>Unit code: PIS</b>
<b>Level: 5</b>	<b>Learning Hours: 160</b>
<b>Learning Outcomes and Indicative Content:</b>	
Candidates will be able to:	
<b>1.</b>	<b>Explain and discuss the contribution that personnel information systems can make to organisational communications and the effective management of human resources at strategic, tactical and operational levels of organisations</b>
1.1	Discuss and evaluate the competitive advantage gained through effective personnel information management
1.2	Understand and explain the capacity of personnel information systems to enhance organisational communication
1.3	Recognise the potential of personnel information systems for maintenance and analysis of employee records and the provision of statistical and managerial reports to support decision making in the domain of human resource management
<b>2.</b>	<b>Compare and contrast the types and characteristics of sub-systems that make up personnel information systems at different organisational levels</b>
2.1	Understand and discuss the purpose of operational/transactional systems e.g. collection of absence, payment, accident, training and development data
2.2	Discuss the role of reporting/control systems for the identification of human resource management targets/objectives and the generation of reports for effective planning and control decisions
2.3	Explain in outline the role of executive information systems for the strategic management of human resources, e.g. collection and analysis of labour market data for forecasting of staffing requirements in support of corporate goals
2.4	Describe the role of decision support systems in the analysis and evaluation of personnel management projects, e.g. evaluation of different scenarios using 'what if' approach/sensitivity analysis
2.5	Recognise the potential for the application of expert systems e.g. for training and development: understanding of legal issues; explanation of disciplinary procedures.

- 3. Compare and contrast different methods for the collection and storage of personnel records**
  - 3.1 Understand and discuss the different approaches to organising personnel records and their relationships logically e.g. hierarchical, network, relational and object-oriented database structures
  - 3.2 Understand and explain the purpose of Database Management Systems
- 4. Understand and apply the basic techniques for the analysis and modelling of personnel information systems**
  - 4.1 Understand the conventions of flow charts and apply this technique to the analysis of simple personnel procedures
  - 4.2 Understand the conventions of data flow diagramming and apply this technique to the analysis of simple personnel procedures
  - 4.3 Understand the principles of spreadsheet modelling and its application to information modelling and the processing of personnel data into information
- 5. Identify, evaluate and discuss the key factors in the successful design of personnel information systems based on their knowledge and evaluation of basic design methods**
  - 5.1 Understand the systems development life cycle. Discuss its strengths and weaknesses
  - 5.2 Understand the concept of the rapid applications development approach
- 6. Develop an understanding of, and be able to specify, the records needed for generating information for management of personnel issues**
  - 6.1 Identify and review the operational decisions that are made both routinely and exceptionally e.g. in relation to absence, discipline, maternity/paternity, grades and pay, employee skills
  - 6.2 Identify and review the records that need to be kept in order to inform these operational decisions
  - 6.3 Understand and explain the database management systems needed to generate reports to inform decision-making at the operational level

- 7. Develop an understanding of the processes and systems available for planning and control of personnel policies and programmes**
  - 7.1 Understand and discuss the principles of planning and control as applied in personnel information systems e.g. generic budgetary planning and control systems; the potential for analysis, planning and monitoring policies for employee salaries, incentive payments and fringe benefits
  - 7.2 Explain the basic informational aspects of forecasting and gap analysis processes
  
- 8. Understand the processes of planning future personnel requirements derived from the overall strategic aims of the organisation and knowledge of the labour market context**
  - 8.1 Understand and explain the informational aspects of the processes of planning future skill needs
  - 8.2 Understand and explain the processes of recruitment and selection and identify the informational requirements and decision points
  - 8.3 Recognise the analysis and reporting potential of recruitment and selection modules in personnel information systems
  - 8.4 Recognise the potential of the Internet for on-line recruitment and selection
  
- 9. Understand how personnel information systems can facilitate the training and development of staff**
  - 9.1 Understand the informational needs of the processes involved in the development of human resources e.g. planning and monitoring performance appraisals, training and development, career development
  - 9.2 Recognise the analysis and reporting potential of development modules in personnel information systems.
  
- 10. Ensure that the management of the personnel information systems is carried out within the requirements of the current legal framework and in accordance with ethical and professional obligations**
  - 10.1 Explain and discuss: the principles of data protection; ethical and professional obligations
  - 10.2 Understand in essence other legal and ethical implications e.g. the Freedom of Information Act, The Human Rights Act, Employment Practices, Data Protection Code.

**Assessment Criteria:**

- Assessment method: written examination
- Length of examination: three hours
- Candidates must answer four questions from a choice of eight, each question carrying equal marks

**Recommended Reading**

Lucey, T – *Management Information Systems* (9th edition, 2004) Thompson Learning  
ISBN: 1844801268

Martin, M and Jackson, T – *Personnel Practice* (4th edition, 2005) CIPD  
ISBN: 1843981025

**Additional Reading**

Bee, F and R – *Managing Information and Statistics* (2nd edition, 2005)  
ISBN: 0852929951

Elliott, G – *Global Business Information Technology* (2004) Pearson Ed  
ISBN: 0321270126