



Book of Modules 2008/2009 Higher Diploma in Learning, Development and Work-Based Training

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Higher Diploma in Learning, Development and Work-Based Training

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Students should note that all of the modules below may not be available to them.

International visiting students should consult the [International Education Office](#) regarding selection of modules.

Undergraduate students should refer to the relevant section of the UCC [Undergraduate Calendar](#) for their programme requirements.

Postgraduate students should refer to the relevant section of the UCC [Postgraduate Calendar](#) for their programme requirements.

AD5807 Learning, Development and Work Based Training

Credit Weighting: 10

Teaching Period(s): Teaching Period 2.

No. of Students: Min 10, Max 100.

Pre-requisite(s): -

Co-requisite(s): -

Teaching Methods: 16 x 3hr(s) Lectures.

Module Co-ordinator: Ms Angela O'Donovan, Department of Human Resources (Centre for Adult Continuing Education).

Lecturer(s): Ms Anne Pettit, Centre For Adult Continuing Education.

Module Objective: To examine the broad role of learning and development within organisations.

Module Content: To examine the learning and development function in the context of corporate planning and the implications for the training process; the training function within an organisation; development and change; organisational development; technological development.

Learning Outcomes: On successful completion of this module, students should be able to:

- Differentiate between the concepts of training, development, learning and education
- Explain the role of learning and development function in organisations
- Identify the internal and external barriers and facilitators to the development of learning and development culture in organisations
- Identify the costs and benefits of learning and development for individuals, teams, departments, organisations and the wider society
- Identify and explain the impact of broader macro and micro contextual issues on the design of learning interventions
- Conduct a training needs analysis
- Analyse individual learners and assess the impact on personal learning and the design of learning interventions
- Design and evaluate a learning intervention
- Define the concept of a learning organisation and explain the principles of a learning organisation.

Assessment: Total Marks 200: End of Year Written Examination 100 marks; Continuous Assessment 100 marks (case study, 2,500-3,000 words).

Compulsory Elements: End of Year Written Examination; Continuous Assessment; Oral if required.

Penalties (for late submission of Course/Project Work etc.): Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 10% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall not be accepted.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Year Written Examination Profile: 1 x 3 hr(s) paper(s).

Requirements for Supplemental Examination: 1 x 3 hr(s) paper(s) to be taken in Autumn. Failed elements of Continuous Assessment must be repeated (as prescribed by the Module Coordinator), A pass Continuous Assessment mark is carried forward.

AD5813 Communications and Interpersonal Skills

Credit Weighting: 5

Teaching Period(s): Teaching Period 2.

No. of Students: Min 10, Max 100.

Pre-requisite(s): -

Co-requisite(s): -

Teaching Methods: 8 x 3hr(s) Lectures.

Module Co-ordinator: Ms Angela O'Donovan, Department of Human Resources (Centre for Adult Continuing Education).

Lecturer(s): Ms Anne Pettit, Centre For Adult Continuing Education.

Module Objective: To raise awareness of the impact of communications and interpersonal interaction on people and their organisations.

Module Content: Interpersonal communication; Communication in groups and teams. Leadership and motivation as critical factors in the management of effective communication. The essential components of effective report writing and enhance presentation skills. Communication skills as an effective tool for managing change.

Learning Outcomes: On successful completion of this module, students should be able to:

- Identify and employ a range of effective communication and interpersonal skills from both group and individual perspectives
- Express themselves effectively, both verbally and written, for different professional audiences
- Critique and assess communications within organisations and express the different communication processes
- Appraise the key issues with regard to Leadership and Motivation within an organisational context
- Define and interpret the stages to the successful implementation of change within organisations
- Reflectively evaluate their own learning processes

Assessment: Total Marks 100: Continuous Assessment 100 marks (Case study 1,000-1,500 words, 50 marks; Presentation, 20 marks; Role-play, 30 marks).

Compulsory Elements: Continuous Assessment.

Penalties (for late submission of Course/Project Work etc.): Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 10% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall not be accepted.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Year Written Examination Profile: No End of Year Written Examination.

Requirements for Supplemental Examination: Failed elements of Continuous Assessment must be repeated (as prescribed by the Module Coordinator), Marks in passed elements of Continuous Assessment are carried forward.

AD5814 Human Resource Management

Credit Weighting: 5

Teaching Period(s): Teaching Period 1.

No. of Students: Min 10, Max 100.

Pre-requisite(s): -

Co-requisite(s): -

Teaching Methods: 8 x 3hr(s) Lectures.

Module Co-ordinator: Ms Angela O'Donovan, Department of Human Resources (Centre for Adult Continuing Education).

Lecturer(s): Ms Ber Mulcahy, Centre For Adult Continuing Education.

Module Objective: To introduce the interactive relationship of people and their organisations.

Module Content: Modern personnel management; External influences and constraints on the personnel function; Planning human resources; Employment contracts; Payment systems; Termination of employment.

Learning Outcomes: On successful completion of this module students should be able to:

- Discuss the role and function of the HR department.
- Evaluate the importance of the individual's contribution to organisations and the factors affecting individual behaviour and performance.
- Evaluate the impact of group dynamics on individual, team and organisational behaviour and performance.
- Identify the characteristics of an effective performance management system.
- Identify the characteristics of an effective organisational communication strategy.
- Implement compensation benefit strategies.

Assessment: Total Marks 100: End of Year Written Examination 60 marks; Continuous Assessment 40 marks (case study 1,000-1,500 words).

Compulsory Elements: End of Year Written Examination; Continuous Assessment; Oral if required.

Penalties (for late submission of Course/Project Work etc.): Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 10% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall not be accepted.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Year Written Examination Profile: 1 x 1½ hr(s) paper(s) (taken following completion of module in Teaching Period 1) to be taken in Winter.

Requirements for Supplemental Examination: 1 x 1½ hr(s) paper(s) to be taken in Autumn. Failed elements of Continuous Assessment must be repeated (as prescribed by the module coordinator), A pass Continuous Assessment mark is carried forward.

AD5815 Accountability and Effectiveness of Training (from 2009-2010)

Credit Weighting: 5

Teaching Period(s): Teaching Period 1.

No. of Students: Min 10, Max 100.

Pre-requisite(s): -

Co-requisite(s): -

Teaching Methods: 8 x 3hr(s) Lectures.

Module Co-ordinator: Ms Angela O'Donovan, Department of Human Resources (Centre for Adult Continuing Education).

Lecturer(s): Ms Angela O'Donovan, Department of Human Resources, Centre for Adult Continuing Education.

Module Objective: To familiarise students with the techniques necessary to properly report upon and correctly evaluate training and development initiatives.

Module Content: To examine the financial implications of training and development as a core activity of modern organisations. To appraise students of the requirements of accounting for training and development initiatives and to assist them in the management of training budgets.

Learning Outcomes: On successful completion of this module students should be able to:

- Identify the most appropriate statistical tools to utilise in the analyses of data.
- Employ a range of statistical techniques in processing numerical data and presenting information.
- Explain the financial basis of decision-making.
- Explain and analyse financial statements.
- Interpret and critically appraise the usefulness of financial statements for employee related decision making.

Assessment: Total Marks 100: End of Year Written Examination 100 marks.

Compulsory Elements: End of Year Written Examination; Oral if required.

Penalties (for late submission of Course/Project Work etc.): None

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Year Written Examination Profile: 1 x 1½ hr(s) paper(s) (taken following completion of module in Teaching Period 1) to be taken in Winter.

Requirements for Supplemental Examination: 1 x 1½ hr(s) paper(s) (Oral if required) to be taken in Autumn.

AD5816 Organisational Theory and Behaviour 2 (from 2009-2010)

Credit Weighting: 5

Teaching Period(s): Teaching Period 2.

No. of Students: Min 10, Max 100.

Pre-requisite(s): -

Co-requisite(s): -

Teaching Methods: 8 x 3hr(s) Lectures.

Module Co-ordinator: Ms Angela O'Donovan, Department of Human Resources (Centre for Adult Continuing Education).

Lecturer(s): Ms Angela O'Donovan, Department of Human Resources, Centre for Adult Continuing Education.

Module Objective: To familiarise students with differing models of work organisation and to examine levels of conflict and cooperation in relation to models of organisational theory and behaviour.

Module Content: Consider differing approaches to management of people; Organisation design and development; Job design and work structuring; work, conflict and cooperation.

Learning Outcomes: On successful completion of this module, students should be able to:

- Interpret and apply traditional organisational theory and models to modern day organisations as well as the student's own institution.
- Describe organisations from a structural, cultural and process perspective.
- Describe how individuals interact with an organisation's process and systems.
- Conduct an analysis of leadership approach and team dynamics in operation in an organisation.
- Describe the techniques and instrumentation - both psychometric and organisational diagnoses based assessments.
- Conduct an organisational job satisfaction audit with internationally recognised instrumentation.
- Develop group working skills in the resolution of organisational based issues and problems.

Assessment: Total Marks 100: End of Year Written Examination 50 marks; Continuous Assessment 50 marks (case study 1,500-2,000 words).

Compulsory Elements: End of Year Written Examination; Continuous Assessment; Oral if required.

Penalties (for late submission of Course/Project Work etc.): Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 10% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall not be accepted.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Year Written Examination Profile: 1 x 1½ hr(s) paper(s).

Requirements for Supplemental Examination: 1 x 1½ hr(s) paper(s) to be taken in Autumn. A pass Continuous Assessment mark is carried forward, Failed elements of Continuous Assessment must be repeated (as prescribed by the module coordinator.).

AD5817 Individual Project (Management Report) (2009-2010)

Credit Weighting: 5

Teaching Period(s): Teaching Period 2.

No. of Students: Min 10, Max 100.

Pre-requisite(s): -

Co-requisite(s): -

Teaching Methods: 8 x 3hr(s) Lectures (plus self-directed learning as discussed and agreed with Course Director).

Module Co-ordinator: Ms Angela O'Donovan, Department of Human Resources (Centre for Adult Continuing Education).

Lecturer(s): Ms Angela O'Donovan, Department of Human Resources, Centre for Adult Continuing Education.

Module Objective: To enable students research a work-based assignment utilising concepts, skills and experiences derived from prior learning in the programme.

Module Content: To consider differing approaches to management of people; Organisation design and development; Job design and work structuring; work, conflict and cooperation.

Learning Outcomes: On successful completion of this module students should be able to:

- Describe the principles underpinning the matter which is being investigated
- Examine alternative approaches to investigating and analysing the issue
- Draw relevant conclusions
- Examine by obtaining primary and secondary data, alternative solutions to the problem
- Define a critical evaluative approach
- Introduce the recommendations that have been made within the context of the organisation
- Present data in a clear and logical manner using charts, diagrams etc. as appropriate

Assessment: Total Marks 100: Continuous Assessment 100 marks (Work based project 4,000-5,000 words).

Compulsory Elements: Continuous Assessment, Oral if required.

Penalties (for late submission of Course/Project Work etc.): Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 10% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall not be accepted.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Year Written Examination Profile: No End of Year Written Examination.

Requirements for Supplemental Examination: Failed elements of Continuous Assessment must be repeated (as prescribed by the Module Coordinator).

AD5818 People and Technology at Work (from 2009-2010)

Credit Weighting: 5

Teaching Period(s): Teaching Period 1.

No. of Students: Min 10, Max 100.

Pre-requisite(s): -

Co-requisite(s): -

Teaching Methods: 8 x 3hr(s) Lectures.

Module Co-ordinator: Ms Angela O'Donovan, Department of Human Resources (Centre for Adult Continuing Education).

Lecturer(s): Mr Jim Brennan, Centre For Adult Continuing Education.

Module Objective: To acquaint students with world class manufacturing techniques and parameters and the optimisation of information systems and technology.

Module Content: Support for advanced manufacturing systems; method of manufacture; quality issues in relation to manufacturing; core operating systems topics such as user interface, basic process management, memory management, file management and the input/output systems.

Learning Outcomes: On successful completion of this module students should be able to:

- Implement and maintain a World Class Business system in a modern Manufacturing Organisation.
- Define a supply chain management system.
- Plan a production and inventory control system.
- Describe an optimised production planning system.
- Design a process control system.
- Operate manufacturing cells and total productive maintenance using statistical tools.

Assessment: Total Marks 100: End of Year Written Examination 60 marks; Continuous Assessment 40 marks (MCQ).

Compulsory Elements: End of Year Written Examination; Continuous Assessment; Oral if required.

Penalties (for late submission of Course/Project Work etc.): Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 10% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall not be accepted.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Year Written Examination Profile: 1 x 1½ hr(s) paper(s) (taken following completion of module in Teaching Period 1) to be taken in Winter.

Requirements for Supplemental Examination: 1 x 1½ hr(s) paper(s) to be taken in Autumn. Failed elements of Continuous Assessment must be repeated (as prescribed by the module coordinator), Marks in passed elements of Continuous Assessment are carried forward.

MG2800 Learning and Development

Credit Weighting: 10

Teaching Period(s): Teaching Period 2.

No. of Students: Min 10, Max 100.

Pre-requisite(s): -

Co-requisite(s): -

Teaching Methods: 16 x 3hr(s) Lectures.

Module Co-ordinator: Ms Angela O'Donovan, Department of Human Resources (Centre for Adult Continuing Education).

Lecturer(s): Ms Angela O'Donovan, Department of Human Resources, (Centre for Adult Continuing Education).

Module Objective: To examine national/international policy.

Module Content: To facilitate the understanding of continuous development within organisations and the diversity of learning models, circumstances and groups/teams. National policy and practice; Management and supervisory training; Training of categories/groups/teams; Contemporary issues in training and development.

Learning Outcomes: On successful completion of this module, students should be able to:

- Outline the national learning development policy and practice
- Describe corporate and business unit goals strategies and plans (formal and informal)
- Outline Human Resource Policy for continuing development
- Outline the appropriate application of new technology training and learning
- Outline aids and barriers to effective performance as a learning and development consultant
- Formulate the organisations learning and development goals and strategy and their implementation at different organisational levels
- Evaluate learning outcomes and help to assess the return on the organisations past and planned investment in learning and development.

Assessment: Total Marks 200: End of Year Written Examination 160 marks; Continuous Assessment 40 marks.

Compulsory Elements: End of Year Written Examination; Continuous Assessment; Oral if required.

Penalties (for late submission of Course/Project Work etc.): Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 10% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall not be accepted.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Year Written Examination Profile: 2 x 1½ hr(s) paper(s).

Requirements for Supplemental Examination: 2 x 1½ hr(s) paper(s) to be taken in Autumn. Failed elements of Continuous Assessment must be repeated (as prescribed by the module coordinator), Marks in passed elements of Continuous Assessment are carried forward.

MG5800 Organisational Theory and Behaviour 1

Credit Weighting: 10

Teaching Period(s): Teaching Period 1.

No. of Students: Min 10, Max 100.

Pre-requisite(s): -

Co-requisite(s): -

Teaching Methods: 16 x 3hr(s) Lectures.

Module Co-ordinator: Ms Angela O'Donovan, Department of Human Resources (Centre for Adult Continuing Education).

Lecturer(s): Ms Angela O'Donovan, Department of Human Resources, Centre for Adult Continuing Education.

Module Objective: To introduce the interactive relationship of people and their organisations.

Module Content: The individual as worker; the organisational and social context of work; with specific reference to organisational structure in terms of behavioural demands, on individuals and groups. The understanding of management responsibilities within differing forms of organisational structures.

Learning Outcomes: On successful completion of this module, students should be able to:

- Interpret and apply traditional organisational theory and models to modern day organisations as well as the student's own institution.
- Describe organisations from a structural, cultural and process prespective.
- Describe how individuals interact with an organisation's process and systems.
- Conduct an analysis of leadership approach and team dynamics in operation in an organisation.
- Describe the techniques and instrumentation - both psychometric and organisational diagnoses based on assessments.
- Conduct an organisational job satisfaction audit with internationally recognised instrumentation.
- Develop group working skills in the resolution of organisational based issues and problems.

Assessment: Total Marks 200: End of Year Written Examination 100 marks; Continuous Assessment 100 marks (case study 2,500-3,000 words).

Compulsory Elements: End of Year Written Examination; Continuous Assessment; Oral if required.

Penalties (for late submission of Course/Project Work etc.): Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 10% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall not be accepted.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Year Written Examination Profile: 1 x 3 hr(s) paper(s) (taken following completion of module in Teaching Period 1) to be taken in Winter.

Requirements for Supplemental Examination: 1 x 3 hr(s) paper(s) to be taken in Autumn. A pass Continuous Assessment mark is carried forward, Failed elements of Continuous Assessment must be repeated (as prescribed by the module coordinator).

MG5801 Learning and Development (from 2009-2010)

Credit Weighting: 10

Teaching Period(s): Teaching Period 2.

No. of Students: Min 10, Max 100.

Pre-requisite(s): -

Co-requisite(s): -

Teaching Methods: 16 x 3hr(s) Lectures.

Module Co-ordinator: Ms Angela O'Donovan, Department of Human Resources (Centre for Adult Continuing Education).

Lecturer(s): Ms Angela O'Donovan, Department of Human Resources, Centre for Adult Continuing Education.

Module Objective: To examine national/international policy.

Module Content: To facilitate the understanding of continuous development within organisations and the diversity of learning models, circumstances and groups/teams.

National policy and practice; Management and supervisory training; training of categories/groups/teams; contemporary issues in training and development.

Learning Outcomes: On successful completion of this module students should be able to:

- Outline the national learning development policy and practice
- Describe corporate and business unit goals, strategies and plans (formal and informal)
- Outline Human Resource Policy for continuing development
- Outline the appropriate application of new technology training and learning
- Outline aids and barriers to effective performance as a learning and development consultant
- Formulate the organisation's learning and development goals and strategy and their implementation at different organisational levels
- Evaluate learning outcomes and help to assess the return on the organisation's past and planned investment in learning and development

Assessment: Total Marks 200: End of Year Written Examination 100 marks; Continuous Assessment 100 marks (1,500 - 2,000 word case study).

Compulsory Elements: End of Year Written Examination; Continuous Assessment; Oral if required.

Penalties (for late submission of Course/Project Work etc.): Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 10% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall not be accepted.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Year Written Examination Profile: 1 x 3 hr(s) paper(s).

Requirements for Supplemental Examination: 1 x 3 hr(s) paper(s) to be taken in Autumn. A pass Continuous Assessment mark is carried forward, Failed elements of Continuous Assessment must be repeated (as prescribed by the Module Coordinator. Oral, if required).