

## FOUNDATION DEGREE HUMAN RESOURCES ASSISTANT - NIVEAU 5 EQF



**Level**  
5 EQF (European Qualifications Frameworks)



**Duration**  
2 years



**Credits**  
120 ECTS



**Target group**  
Students - people seeking employment - employees and professionals in the sector



**Admission requirements**  
Candidates awarded a qualification certifying completion of secondary education and/or giving access to higher education



**Course Structure**  
Full-time or work-study



**Pedagogical methods**  
Theoretical courses, tutorials and practical work, case studies and professional situations  
Individual/group projects



**Foundation Year 1**

- Continuous assessment
- Quiz (1h30)
- Case Study (3h)

**Modern language :**

- Reading (1h)

**Foundation Year 2**

- Quiz (1h30)
- Case Study (3h)
- Activity report and professional support (30 min)

**Modern language :**

- Listening (45 min)

**CCE (Company Skills Certificate)**

- Quiz (40 min)

**The FEDE, as a certifier, is in charge of the assessment processes**

- Organisation and planning of exam sessions
- Development of topics and model answers
- Ensuring compliance with examination regulations and supervision (anonymity, integrity, confidentiality)
- Assessment and marking of papers
- Reporting results, issuing diplomas, diploma supplements and certificates

[www.fede.education/en/fede-quality-charter/](http://www.fede.education/en/fede-quality-charter/)

Since the 1970s, the HR (human resources) function has evolved from an administrative role to that of strategic partner. This transformation, accelerated by digital technologies, changes in the workplace and societal issues, has reshaped the very nature of Human Resources.

These changes include refocusing on people, employee well-being, developing strategic skills and adopting new technologies to automate tasks and analyse HR data. The Foundation Degree: Human Resources Assistant prepares students to meet these modern challenges and the needs of organisations.

### LEARNING OUTCOMES

- Administrative management of personnel
- Contribute to operational management (recruitment, integration, training, etc.)
- Participate in HR communication
- Ensure compliance with employment law, manage payroll and social security declarations
- Contribute to the development of human resources (forward-looking management of jobs and skills, CSR, etc.)
- Master the various information systems (Human resource management system - HRMS)
- Collaborate in project management mode and understand agile methods within the company

### PROGRAMME

#### PROFESSIONAL SKILLS (645-820 HOURS)

##### Foundation Degree : Year 1

**The Fundamentals of Human Resources**  
History and prospects of the HR function - The challenge of changes in the workplace - Human Resources professions

##### Employee Administration

Administering HR - Employment law

**Attracting, Selecting and Integrating the Right Skills**  
Recruitment challenges - Searching for candidates - Welcoming and integrating new employees

##### Foundation Degree : Year 2

##### Fair Pay for Employees

Salary policy - Components of the wage bill

##### Skills Development

Notion of skills: uses and issues - Learning strategies - Assessing the quality of development activities

##### Career Development Projects

HR project management - Agile methods - HR marketing and communication

##### Professional Assignment (≤12 weeks)

Internship - Apprenticeship - Salaried employment

#### MODERN LANGUAGE (60-80 HOURS)

Modern language 1 - CEFR Level B1

German, English, Spanish, French, Italian, Portuguese

Modern language 2 and 3 (optional)

German, English, Arabic, Chinese, Spanish, French, Italian, Portuguese

### CAREER DESTINATIONS

- Human Resources Assistant
- HR Management Assistant
- Training Assistant
- Payroll Assistant
- Recruitment Assistant
- Personnel Administration Manager

### FEDE'S ASSET - EUROPEAN DEGREE

#### EUROPEAN CULTURE AND CITIZENSHIP (20H)

##### The European project: Culture and Democracy for Active Citizenship

- The importance of history (OHE - Observatory on History Teaching in Europe)
- Contemporary Europe
- Europe and the World
- Cultures and diversity in Europe European citizenship
- The workings of the European Union Importance, challenges and future of European construction
- Focus on corruption (GRECO)