

UNIT 21: HUMAN RESOURCE MANAGEMENT SCORE SHEET

BUSINESS ASSIGNMENT TASKS: **LEARNING OUTCOME 3**

You are a Human Resource Consultant. You are hired by a small growing business enterprise that is facing myriads of human resource and organizational problems. Your job as the Human Resource Consultant is to analyze the problems in the business, research solutions and/or benchmark good practices. You will then make suitable recommendations for improvements to your clients.

INSTRUCTION TO THE STUDENTS:

- These Tasks are Research Assignments. This means that you must use either Secondary and/or Primary research methods to gather evidences to answer each task. You are NOT required to write from prior knowledge. These are Research Tasks.
- Plagiarism is totally unacceptable. You must cite all sources and input the information by paraphrasing, summarising or using direct quotes. A Fail Grade is given where Plagiarism is identified in your work. There are no exceptions.
- Your evidences/findings must be cited using Harvard Referencing Style. E.g. (Samuels, 2015); (Sommers and Hunter, 2014) etc.
- You must use the Four Paragraph Structure in writing: Paragraph 1- Introduction; Paragraph 2- Research Findings; Paragraph 3- Discussion; and Paragraph 4-Recommendations/Conclusion.
- To Pass the unit you MUST Achieve **ALL** the Pass Criteria outlined on the score sheet. You can earn a Higher Grade such as Distinction or Merit by meeting all Pass Criteria and achieving the criteria given on the Higher Grades Score Sheet. You will be given a Referred Grade if you fail to meet ALL Pass Criteria given. Referred Grade means resit. You must resit any AC that you fail. The Score Sheet will identify the specific requirement/s and criteria that you did not meet. See iTutor for the resit fees. You will then make the corrections and resubmit. See the procedures on iTutor to resubmit.
- You SHOULD complete and submit a hardcopy and softcopy on the due dates given. ALL late work attract a fee. This rule is not waived under any circumstances. The softcopy should be sent to: faculty@colbournecollege.com. The hardcopy should be in our office at close of the business day.
- You MUST pay your Tuition on-time with '0' balance outstanding to submit work or sit examinations. This rule is not waived under any circumstances. If you fail to submit on the said deadline due to not having financial clearance you may submit no later than the extended deadline with the Resit fee paid. Failure to submit work on the final or extended deadline will result in a Fail Grade for the entire UNIT. If you Fail the unit you will have to pay to retake the class.
- Read ALL Instructions on this Page and review the Pass, Distinction, Merit and Referred Criteria attached to each Term Paper to meet the criteria and task correctly. Your work should be neatly typed and bonded. Presentation is important and evidence of quality work and good business ethics.
- Remember you **MUST** participate in the Class Online Forum by answering the Lesson Review Questions posted by the Course/Unit Tutor. You are required to Post twice per week and by the latest on Friday. You get 10% of the course grade from participation. You Must Pass the Forum to pass the course/unit.

SUBMIT BY: AUGUST 19

FINAL SUBMISSION DEADLINE: SEPTEMBER 2 (w. LATE FEE)

UNIT 21: HUMAN RESOURCE MANAGEMENT SCORE SHEET

NAME OF STUDENT:

DATE:

Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO3 Understand how to reward employees in order to motivate and retain them	AC 3.1 Assess the link between motivational theory and reward <i>The Student should carry out this task as a Human Resource Consultant by:</i>		
	1. Using Paragraph One for the defining of the key term: motivation		
	2. Using Paragraph Two for the research findings on the: theories of motivation		
	3. Using Paragraph Three to: assess the link between motivational theory and reward in organizations		
	4. Using Paragraph Four to draw Conclusions about how the issues that you identified can influence improved performance in the organization that you are advising.		
	5. Carrying Out the command in the task: To 'Assess' which means: " Make an informed judgement ".		
	6. Discussing at least five (5) themes and perspectives related to your research findings and the content areas from the Course Content: Motivation: theories of motivation e.g. F Taylor, E Mayo, A Maslow, F Herzberg, D McGregor, D McClelland, V Vroom; Relationship between motivation theories and reward; Employee involvement techniques; membership of work groups, board, works councils, quality circles, intra-organisational groups (transnational, national, site specific); devolved authority and responsibility; open communications; organisational culture (ethos, values, mission); national accreditation (Investors in People (IIP), Charter Mark, International Standards Organisation (ISO)		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
		11. Meeting the 600- 750 Words Requirements (only 10% more or less words can deviate from the instructions).	
	12. Links the answers to the specific case.		
A Pass Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	

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DATE:

Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO3 Understand how to reward employees in order to motivate and retain them	AC 3.2. Evaluate the process of job evaluation and other factors of determining pay <i>The Student should carry out this task as a Human Resource Consultant by:</i>		
	1. Using Paragraph One to briefly define the two terms: monitoring and job evaluation		
	2. Using Paragraph Two for the research findings on: process of job evaluation and other ways of determining pay		
	3. Using Paragraph Three to: Evaluate the process of job evaluation and other factors of determining pay		
	4. Using Paragraph Four to draw Conclusions about how the organization advising can effectively use the process of job evaluation and the other ways you identified to determine pay.		
	5. Carrying Out the command in the task: To 'Evaluate' which means: " To judge or determine the significance, worth, or quality of "		
	6. Discussing at least five (5) themes and perspectives related to your research findings and Course Content: Monitoring: probation; appraisal, feedback; performance indicators (achievement against targets); goal theory; SMART (specific, measurable, achievable, realistic, time-constrained) targets (sales, growth, financial, waiting times, pass rates, punctuality, attendance); benchmarking Reward management: job evaluation; factors determining pay, reward systems; pay; performance-related pay; pension schemes; profit sharing; employee share options; mortgage subsidies; relocation fees; bonuses; company vehicles; loans/advances; child care; school fees; corporate clothes; staff discounts; flexible working; leave; health care; extended parental leave, career breaks; cafeteria incentive schemes; salary sacrifice schemes; contracts of employment		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 600-750 Words Requirements (only 10% more or less can deviate from the instructions).		
12. Links the answers to the specific case.			
A Pass Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	

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Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO3 Understand how to reward employees in order to motivate and retain them	AC 3.3 Assess the effectiveness of reward systems in different contexts <i>The Student should carry out this task as a Human Resource Consultant by:</i>		
	1. Using Paragraph One to briefly identify: the goals and/or objectives of the company that you are advising		
	2. Using Paragraph Two for the research findings on: the types and effectiveness of reward systems in organizations		
	3. Using Paragraph Three to: Assess the effectiveness of the two different reward systems by applying them in two separate situations/cases/contexts inside the organization and assessing their appropriateness and effectiveness in each of the case that you presented.		
	4. Using Paragraph Four to draw Conclusions about reward systems that will effectively assist the organization to meet each of its objectives that you identified in paragraph one.		
	5. Carrying Out the command in the task: To ' Assess ' which means " Make an informed judgement ".		
	6. Discussing at least five (5) themes and perspectives related to your research findings and Course Content: There are two kinds of rewards: Extrinsic rewards: concrete rewards that employee receive. Bonuses, Salary raise, Gifts, Promotion, etc. Intrinsic Rewards: to give personal satisfaction to individuals Intrinsic rewards, Information / feedback, Recognition, Trust/empowerment etc. MEASURING EFFECTIVENESS: (achievement against targets); goal theory; SMART (specific, measurable, achievable, realistic, time-constrained) targets (sales, growth, financial, waiting times, pass rates, punctuality, attendance); benchmarking		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 600-750 Words Requirements (only 10% more or less can deviate from the instructions).		
	12. Links the answers to the specific case.		
A Pass Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	

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Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO3 Understand how to reward employees in order to motivate and retain them	AC 3.4. Examine the methods organizations use to monitor employee performance		
	<i>The Student should carry out this task as a Human Resource Consultant by:</i>		
	1. Using Paragraph One to very briefly describe: One primary task that is carried out in the business advising.		
	2. Using Paragraph Two for the research findings on: methods used to monitor employee performance in organizations		
	3. Using Paragraph Three to: Examine how two of the methods are used in the organization to monitor employee performance when carrying out the task or process described in paragraph one.		
	4. Using Paragraph Four to draw Conclusions about the effectiveness of the monitoring process you examined on the employees' performance in the organization.		
	5. Carrying Out the command in the task: To ' Examine which means: "To scrutinize carefully"		
	6. Discussing at least five (5) themes and perspectives related to your research findings and Course Content: <u>Monitoring:</u> probation; appraisal, feedback; <u>Monitoring methods:</u> performance indicators (achievement against targets); goal theory; SMART (specific, measurable, achievable, realistic, time-constrained) targets (sales, growth, financial, waiting times, pass rates, punctuality, attendance); benchmarking		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
11. Meeting the 750-1000 Words Requirements (only 10% more or less can deviate from the instructions).			
12. Linking the answers to the specific case.			
A Pass Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	

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GRADE FOR AC #:	To Be Awarded A MERIT Grade students must meet the Pass Grade Criteria and further demonstrate higher ability:	ACHIEVED	
		YES	NO
	1. The B paper is always mechanically correct. The spelling is good, and the punctuation is accurate.		
	2. Some of the sentences may not be elegant, but they are clear, and in them thought follows naturally on thought. It is well organized around one main idea, it presents a worthwhile and interesting idea. That is, the idea is supported by sound evidence presented in a neat and orderly way.		
	3. Ends by keeping the promise that the writer makes in the beginning.		
A MERIT Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	
GRADE FOR AC #:	To Be Awarded A DISTINCTION Grade students must meet the Pass Grade Criteria and further demonstrate higher ability:	ACHIEVED	
		YES	NO
	1. Paper is lively, well-paced, interesting, and everything in it seems to fit the theme exactly. Reading the paper, it is clear that the writer cares for his or her ideas, and about the language that carries them. It may have a proofreading error or two, or even a misspelled word, but these errors are the consequence of the normal accidents all good writers encounter.		
	2. Apply the knowledge of subject concepts to the Case effectively.		
	3. Identify, formulate, and solve problems.		
	4. Conduct, Analyze and interpret primary and secondary data effectively using appropriate research tools.		
	5. Use seven or more (combination of) theories, techniques, skills, and modern tools of the practice.		
	6. Recommendations/Conclusions are relevant to the findings, presented with justification.		
A DISTINCTION Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	
GRADE FOR AC #:	A REFERRED Grade is awarded because the student has not met the Assessment Criteria (AC) to be awarded a PASS Grade:	ACHIEVED	
		YES	NO
A REFERRED Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	