Colbourne College

BTEC L5 HND ASSIGNMENT BRIEF PAGE

Unit Number and Title	**Unit 3: Human Resource Management**
Student ID Number AND Name	
Academic Year	**2018**
Unit Tutor	
Mode of Study	
Assignment Number & Title	
Issue Date	
Submission Date	

TERM PAPER DECLARATION:
STATEMENT OF ORIGINALITY AND AUTHENTICITY

I confirm that the term paper I am submitting is an original and authentic piece of work written by myself that satisfies academic rules and regulations with respect to Plagiarism. I further confirm that I have fully referenced and acknowledged all material incorporated as secondary resources in accordance with the Harvard System. Please note that Term paper will not be marked without the inclusion of this signed declaration by the student/s.

STUDENT/S SIGNATURE   **DATED**

OFFICIAL USE BELOW: GRADE AND SUMMATIVE REMARKS

Grade Assigned		
Assessors' Name & Date	**MARKER**	**INTERNAL VERIFIER**
Assessor's Summative Feedback		
Assessors' Signature & Date	Marker's	Internal Verifiers's

FORUM AND TERM PAPER ASSIGNMENTS

Unit 3: Human Resource Management

Unit code: Y/508/0537

QCF level: 4

Credit value: 15

AIM

The aim of this unit is to enable students to appreciate and apply principles of effective Human Resource Management (HRM). People are the lifeblood of any organisation and being able to attract, recruit and retain talented staff is at the core of all HRM activity. This unit will explore the tools and techniques used in HRM to maximise the employee contribution and how to use HR methods to gain competitive advantage. Students will explore the importance of training and development in building and extending the skills base of the organisation and ensuring it is relevant to the ever-changing business environment. Students will also consider the growing importance of becoming a flexible organisation with an equally flexible labour force and become familiar with techniques of job design and with different reward systems.

The unit investigates the importance of good employee relations and the ways in which employers engage with their staff and possibly with trade unions. Students will gain an understanding of the law governing HRM processes as well as the best practices which enable an employer to become an 'employer of choice' in their labour market.

LEARNING OUTCOMES

By the end of this unit students will be able to:

1. Explain the purpose and scope of Human Resource Management in terms of resourcing an organisation with talent and skills appropriate to fulfil business objectives.
2. Evaluate the effectiveness of the key elements of Human Resource Management in an organisation.
3. Analyse internal and external factors that affect Human Resource Management decision-making, including employment legislation.
4. Apply Human Resource Management practices in a work-related context.

ASSIGNMENT INSTRUCTIONS AND RESOURCES

TERM PAPER REQUIREMENTS

Assignments are mainly research papers. This means that to carry out the given tasks in the assignment will require extensive search for information in valid materials, critical review of the literature found, and citing all sources in the research report. Information should be drawn from sources e.g. textbooks, eBooks, journal articles, companies' websites, newspapers and professional subject-specific articles and websites.

ORGANISATION AND SUBMISSION

The main sections of the research essay are:

Section One | Introduction
Introduce your theses statement and very briefly define the key terms in your assignment.

Section Two | Research Findings
Provide a numbered list of the main sources that you are citing from with a brief argument from each that directly answer the task that you are undertaking. You will discuss these findings here but in paragraph 3 when you are presenting your argument. The minimum number of sources to be cited are stated in your assignment instructions - be sure to meet that requirement.

Section Three | Discussion Of The Research Findings
Here you will carry out the command in the assignments. That is, use your research findings in paragraph two to now explain, discuss, analyze, compare etc. as the task states. Ensure you know what the command verb wants you to do before you begin writing up the research report. See the direct link to the definitions of the Command Verbs used in the assignments.

Section Four | Conclusion
Your conclusion is a summary of the key points in your assignment, e.g. the presentation of the outcome or results.

ORGANISATION OF THE TERM PAPER FOR SUBMITTING:

Cover Page | Access A Sample On iTutor
Complete fully and use the Assignment Brief for the cover.

Table of Content (TOC)
Your Table of Content shows all inclusions in your assignment report by titles and page numbers. Microsoft Word has templates that you can use to produce a neat TOC.

Include The Score Sheets | Access Score Sheets Foe Each Assignment On iTutor
The score sheets are used to grade your assignment and provide you with the feedback. Print same and include for each assignment submitting.

Include Reference Page In Assignments | Reference Page Lists All Sources Cited In-text
The Reference Page is a list of all sources that you cited in-text. Place the sources in-text in alphabetical order in the reference list. Use citethisforme.com to do your referencing. Remember to select Harvard Referencing before executing the tasks.

PREPARING AND SUBMITTING THE WORK

- ❖ Number all pages in your work
- ❖ Use headings for each task in the assignment (e.g. AC 1.1 / P1 Task Instructions)
- ❖ Use Font Style: Arial | Use Font Size: 11 | Use Paragraph Spacing: 1.5
- ❖ You must submit one hard copy of the assignment and upload the soft copy on itutor.

Submitting The Work Online | Upload To iTutor

The work must be sent alongside the receipt for printing. Both MUST be received before the published deadline. Do not send payment before the work to be printed NOR send the work to be printed without payment. If both are not done before the deadline, the work is considered not received.

Fees for printing and binding

Per Page To Print In JMD:	Black: JM$20	Color: JM$30 - $100	Binding: JM$150
Per Page To Print In US$:	Black: US$1 per 5 pages	Color: US$1 per page	Binding: US$2
Where You Pay:	view the different options at www.studyaimusa.org		

GENERAL RESOURCES TO SUPPORT THE ASSIGNMENT

- ❖ **Human Resource Management In The Tourism Industry**

LINK: https://www.snhu.edu/about-us/news-and-events/2017/02/role-of-hr

- ❖ **The Changing Role of HR in Today's Workforce**

LINK: https://www.snhu.edu/about-us/news-and-events/2017/02/role-of-hr

- ❖ **Roles & Responsibilities of HR Managers in Growing Organizations**

LINK: https://www.sumhr.com/hr-manager-role/

- ❖ **Recruitment and Selection- A Comparative Study**

LINK: https://www.slideshare.net/meetika-malhotra/recruitment-and-selection-a-comparative-study

- ❖ **Role of Training & Development in an Organizational Development**

LINK: https://www.ripublication.com/ijmibs-spl/ijmibsv4n2spl_13.pdf

GENERAL RESOURCES TO SUPPORT THE ASSIGNMENT

- ❖ Definitions Of Command Verbs Used In The Task

LINK: http://www.ocr.org.uk/Images/149928-command-verb-definitions.pdf

- ❖ Main Parts Of An Academic / Research Essay

LINK: https://langara.ca/departments/history-latin-political-science/pdf/Guidelines%20Main%20parts%20of%20an%20academic%20essay.pdf

- ❖ List Of Verbs You Can Use When You Are Citing

LINK: https://www.wildapricot.com/articles/how-to-plan-an-event

COURSE CONTENT AND OBJECTIVES

LO1: Explain the purpose and scope of Human Resource Management in terms of resourcing an organisation with talent and skills appropriate to fulfil business objectives.

LO 1. Course Content | WEEKS 1, 2, 3 & 4

The nature and scope of HRM:

- Definitions of HRM.

- What are the main functions and activities of HRM.

- The 'Best Fit' approach vs 'Best Practice'.

- The hard and soft models of HRM.

- Types of labour market, labour market trends and PESTLE.

- The internal labour market.

- Analysing turnover, stability, and retention.

- The impact of legal and regulatory frameworks.

- The impact that advances in technology have had upon improving the efficiency of HR practices.

Human resource planning (Work force planning):

- Planning eg the creation of the human resource plan, analyzing demand and supply, internal and external factors influencing human resource planning, human resource planning in a changing environment

Recruitment:

- Sources of recruitment: internal vs external recruitment.
- Job analysis, job descriptions, personal specifications, and competency frameworks.

Selection:

- Main methods of selection: strengths and weaknesses of each.
- Reliability and validity as key criteria.
- On-boarding and induction:
- The issues affecting successful induction and socialisation of employees.

LO1. ASSIGNMENT ONE

Group Discussion Forum And Term Paper Assignments

- In Teams of **2-3 members**, carry out the following activities.
- Each Compulsory Task is 1000 Words. Optional Task is 450-550 Words.
- Use the case study, course outline and resources provided to answer each task.
- Include at least six (6) references in EACH of the task.
- Use Harvard Referencing Style through-out the work.
- Submit your work with complete headings as given to you below.
- Paginate your work. Save the work as pdf before uploading it to be graded.
- Any instance of plagiarism found in your work, will result in Fail Grade for the unit.
- All team members are to be present for oral presentations to earn the grade.

TERM PAPER AND GROUP DISCUSSION FORUM ASSIGNMENTS

RYDE South Florida has hired you as Human Resource Management Consultants. Your job is to help the business to develop effective workforce planning, HR methods, and selection and recruitment processes for competitive advantage. Then, in teams you will meet to discuss the Case Study and your research findings. You will converge and organize the findings into cohesive bullet points to support a constructive and cohesive oral 15 minutes argument to be presented to the COO. Make your answers case specific. Use Microsoft Power Point as the medium.

TEAM WORK. COMPULSORY TASKS TO PASS THE UNIT – Written Report

1) **P1.** Explain the purpose and the functions of HRM, applicable to workforce planning and resourcing an organisation.

2) **P2**. Explain the strengths and weaknesses of different approaches to recruitment and selection

3) **M1** Assess how the functions of HRM can provide talent and skills appropriate to fulfil business objectives

4) **M2** Evaluate the strengths and weaknesses of different approaches to recruitment and selection (For **D1** Critically evaluate the strengths and weaknesses of different approaches to recruitment and selection, supported by specific examples).

Early Submission Deadline: June 5.

Late Submission Of M & D With Late Fee: June 15

COURSE CONTENT AND OBJECTIVES

LO2 Evaluate the effectiveness of the key elements of Human Resource Management in an organisation

LO 2. Course Content | WEEKS 5, 6, & 7

Training and development:

- Differentiating development and training.
- Identifying training needs − the training gap.
- Types of training.
- Evaluation of training.
- Effects e.g. link between induction programmes and training, the role and need for training, training versus development debate, types of training and development activities, training needs analysis, use of appraisals and target setting, benefits of training and development, barriers and attitudes to training, competency-based training, evaluation of training against overall organisational objectives

Job and workplace design:

- Reward management: extrinsic and intrinsic rewards from work.
- The link between motivational theory and reward.
- Series of job design-job extension techniques.

The flexible organisation:

- Types of flexibility: numerical, structural and functional flexibility.
- Models of flexible organisations (e.g. Handy, Atkinson).
- Flexible working options in modern organisations.
- Benefits to employers and benefits to employees of flexible working practices.

Performance and reward:

- Performance management and methods used to monitor employee performance.
- Types of payment and reward system.
- Methods of a determination.

LO2. ASSIGNMENT TWO

Group Discussion Forum And Term Paper Assignments

- In Teams of **2-3 members**, carry out the following activities.
- Each Compulsory Task is 1000 Words. Optional Task is 450-550 Words.
- Use the case study, course outline and resources provided to answer each task.
- Include at least six (6) references in EACH of the task.
- Use Harvard Referencing Style through-out the work.
- Submit your work with complete headings as given to you below.
- Paginate your work. Save the work as pdf before uploading it to be graded.
- Any instance of plagiarism found in your work, will result in Fail Grade for the unit.
- All team members are to be present for oral presentations to earn the grade.

TERM PAPER AND GROUP DISCUSSION FORUM ASSIGNMENTS

RYDE South Florida has hired you as Human Resource Management Consultants. Your job is to help the business to develop effective workforce planning, HR methods, and selection and recruitment processes for competitive advantage. Then, in teams you will meet to discuss the Case Study and your research findings. You will converge and organize the findings into cohesive bullet points to support a constructive and cohesive oral 15 minutes argument to be presented to the COO. Make your answers case specific. Use Microsoft Power Point as the medium.

TEAM WORK. COMPULSORY TASKS TO PASS THE UNIT – Written Report

1. **P3** Explain the benefits of different HRM practices within an organisation for both the employer and employee.

2. **P4** Evaluate the effectiveness of different HRM practices in terms of raising organisational profit and productivity.

3. **M3** Explore the different methods used in HRM practices, providing specific examples to support evaluation within an organisational context.

INDIVIDUAL: OPTIONAL TASKS FOR HIGHER GRADES (450 Words Each Report)

- D2 Critically evaluate HRM practices and application within an organisational context, using a range of specific examples.

Early Submission Deadline: July 6 | **Late Submission With Late Fee:** July 22

COURSE CONTENT AND OBJECTIVES

LO3 Analyse internal and external factors that affect Human Resource Management decision-making, including employment legislation

LO3. Course Content | WEEKS 8 & 9

Employee relations:

- Maintaining good employee relations. Strategies for building and improving employee relations and engagement.

Employee relations and the law:

- The purpose of employment law.
- Key legal issues and constraints (e.g. equality, data protection, health and
- safety, redundancy, dismissal, employment contracts).
- Ethical and social responsibilities.

Trade unions and workplace representation:

- The role of trade unions − local/national.
- Collective agreements. Discipline, grievances and redundancy − best practice
- Unionization e.g. structure, culture, collective bargaining, negotiation, consultation; Employee participation, involvement and conflict management, empowerment; Grievance procedures, disciplinary procedures

Employment law:

- Employment legislation e.g. Employment Relations Act, Employment Rights Act;
- Equal opportunities;
- Contracts of employment including termination e.g. resignations, redundancy procedure, ill health retirements, retirement, dismissal, maternity and paternity rights, parental leave; tribunals, Advisory, Conciliation and Arbitration Service (ACAS)

LO3. ASSIGNMENT THREE

Group Discussion Forum And Term Paper Assignments

- In Teams of **2-3 members**, carry out the following activities.
- Each Compulsory Task is 1000 Words. Optional Task is 450-550 Words.
- Use the case study, course outline and resources provided to answer each task.
- Include at least six (6) references in EACH of the task.
- Use Harvard Referencing Style through-out the work.
- Submit your work with complete headings as given to you below.
- Paginate your work. Save the work as pdf before uploading it to be graded.
- Any instance of plagiarism found in your work, will result in Fail Grade for the unit.
- All team members are to be present for oral presentations to earn the grade.

TERM PAPER AND GROUP DISCUSSION FORUM ASSIGNMENTS

RYDE South Florida has hired you as Human Resource Management Consultants. Your job is to help the business to develop effective workforce planning, HR methods, and selection and recruitment processes for competitive advantage. Then, in teams you will meet to discuss the Case Study and your research findings. You will converge and organize the findings into cohesive bullet points to support a constructive and cohesive oral 15 minutes argument to be presented to the COO. Make your answers case specific. Use Microsoft Power Point as the medium.

TEAM WORK. COMPULSORY TASKS TO PASS THE UNIT

1. P5 Analyse the importance of employee relations in respect to influencing HRM decision making.

2. P6 Identify the key elements of employment legislation and the impact it has upon HRM decision making.

Further Instructions:
i) Submit P4 and P5 in a formal report to the COO of RYDE South Florida, Maxine Samuels
ii) Use a Power Point template to ensure that the presentation meets professional guidelines.

INDIVIDUAL: OPTIONAL TASKS FOR HIGHER GRADES (450 Words Each Report)

M4 Evaluate the key aspects of employee relations management and employment legislation that affect HRM decision-making in an organisational context.

Early Submission Deadline: August 15 | Late **Submission With Late Fee:** August 24

COURSE CONTENT AND OBJECTIVES

LO4 Apply Human Resource Management practices in a work-related context

LO 4. Course Content | WEEKS 11 & 12

Job and person specifications:

- Preparing job specifications and person specifications applicable to the
- Recruitment context and needs of the organisations, considering legislation and company policies.

Recruitment and selection at work:

- The impact of technology on improving the recruitment and selection process; the use of online resources, digital platforms and social networking.
- Designing and placing job advertisements.
- Shortlisting and processing applications.
- Interviewing preparation and best practice.
- Selection best practice. Process e.g. selection methods and practices, barriers to effective selection, evaluating recruitment and selection processes, application form design, applicant information packs, shortlisting, interview methods, interviewing skills
- Effects eg factors affecting the labour market, organisational needs analysis, job analysis, job design, organisational needs, job descriptions, person specifications, methods of recruitment advertising

LO4. ASSIGNMENT THREE

Group Discussion Forum And Term Paper Assignments

- In Teams of **2- 4 members**, carry out the following activities.
- Each Compulsory Task is 1000 Words. Optional Task is 450-550 Words.
- Use the case study, course outline and resources provided to answer each task.
- Include at least six (6) references in EACH of the task.
- Use Harvard Referencing Style through-out the work.
- Submit your work with complete headings as given to you below.
- Paginate your work. Save the work as pdf before uploading it to be graded.
- Any instance of plagiarism found in your work, will result in Fail Grade for the unit.
- All team members are to be present for oral presentations to earn the grade.

TERM PAPER AND GROUP DISCUSSION FORUM ASSIGNMENTS

RYDE South Florida has hired you as Human Resource Management Consultants. Your job is to help the business to develop effective workforce planning, HR methods, and selection and recruitment processes for competitive advantage. Then, in teams you will meet to discuss the Case Study and your research findings. You will converge and organize the findings into cohesive bullet points to support a constructive and cohesive oral 15 minutes argument to be presented to the COO. Make your answers case specific. Use Microsoft Power Point as the medium.

TEAM WORK. COMPULSORY TASKS TO PASS THE UNIT

1. **P7** Illustrate the application of HRM practices in a work-related context, using specific examples.

2. **M5** Provide a rationale for the application of specific HRM practices in a work-related context

INDIVIDUAL: OPTIONAL TASKS FOR HIGHER GRADES (450 Words Each Report)

- **D3** Critically evaluate employee relations and the application of HRM practices that inform and influence decision-making in an organisational context.

Early Submission Deadline: August 15 | Late

Late Submission With Late Fee: August 24

SCORING THE DISCUSSION FORUM

To Pass the <u>Discussion Forum</u> you must:

   I. Participate in no less than 8 of the 12 weekly peer group meetings on the semester.
  II. Submit ALL required group work timely and at required standard.
 III. Answer the questions in sufficient length and breadth to demonstrate:
     1) grasp of the subject content
     2) ability to apply the knowledge to the context provided;
     3) ability to think critically and identify risks, limitations and challenges in the contents and contexts provided;
     4) ability to engage and cooperate in a team; and
     5) ability to meet deadlines by completing the assignments and posting them to the group on or before the published deadlines.

You will **fail the discussion forum** and unit if you*:*
  IV. Fail to post the required number of times (8 of 12 weeks).
   V. Fail to demonstrate reasonable breadth of knowledge in the content area.
  VI. Fail to properly cite your sources. Plagiarism is not tolerated under any circumstances.
 VII. Fail to present original work. Do not duplicate from your peers' work posted in the group.
VIII. Fail to consistently engage or participate in the required team-work and group dialogue.
  IX. Fail to post your assignment by the published weekly deadlines.

❖ If you fail the Group Discussion Forum for the unit, you automatically fail that course unit.

SCORING THE TERMPAPER

Students' work must meet the following requirements (alongside those identified in the Discussion Forum):

1. Carry Out the command verbs e.g. in AC 1.1: To **Evaluate** which means: "Provide evidence from a wide range of sources which both agree with and contradict an argument."

2. Provide evidence of adequate research based on accuracy and depth of content shared.

3. Discuss the topics and perspectives related to your research findings and Course Content.

4. Demonstrate acceptable level of proficiency in writing and/or speech for college-level:
   Diction, Expressions, Grammar, Spelling, Usage and Sentence Structures.

5. Use Harvard Referencing Style Through-out the work.

6. Cite at least Six (6) Valid Sources in the tasks e.g. AC 1.1. AND 1.2.

7. Have no Plagiarism infringements. Submit a Plagiarism Report with all assignment showing no higher than 11%. A Referred Grade is awarded if it exceeds or is not included.

8. Meeting Professional Standards for a structured Presentation.

9. Include a Reference Page.

❖ Students work are Awarded: **PASS** Grade | **MERIT** Grade | **DISTINCTION** Grade based on the above criteria. **FAIL GRADE** is awarded only when students fail to submit, participate or complete the required assignments.

SUBSTITUTION PAPER, DEADLINES, AND RESTRICTIONS

CLASS ATTENDANCE
Punctuality and attendance are required for students studying online and in-class. To be awarded a grade for the unit, students must attend no less than 8 of the 12 classes on the semester. Students who fail to meet these requirements will earn an 'F' grade on the assignment and unit.

GROUP FORUM PARTICIPATION AND ASSIGNMENTS
Assignment requirements are same for online, in-class and distant learners. To be awarded grade on the Group Assignments, students must attend no less than 75% of the scheduled team meetings. Students who fail to meet these requirements will earn an 'F' grade on the assignment and unit.

TEAM MEETING REPORTING
Alongside with group work assignments, submit a separate document that records the Minutes collected at the required weekly team meetings. Use the template provided on iTutor to report out:

  i. Date of meeting
  ii. Names of Attendees
  iii. Discussion: on the lesson contents and the requirements of each Assessment Criteria (e.g. AC or P)
  iv. How the tasks will be organized
  v. Who will carry out specific areas of each task.
  vi. Decisions adapted or pending.

USING SUBSTITUTION PAPER TO REPLACE THE GDF AND TERM PAPER ASSIGNMENTS
L5 and L7 students may choose to use alternative assessment methods to replace the GDF, term-paper, re-sit paper, or failed assessment/s. The replacement methods of assessments are oral presentations with PowerPoint, **OR** work experience with reflective journaling. Substituting the research term-paper and GDF is optional and the cost is borne entirely by the student making the request. To be approved you will submit the request in writing to sso@studyaimusa.org before week four of the semester ends. You must continue with the current assignment requirements until you have received written approval from the Associate Director Of Administration. No more than two (2) substitution paper on any one semester is allowed (or 50% of the program). *NOTE! Resit and Failed assessments incur course fee charges separately costs as published in this document. Alternate Assessment is a separate and optional cost.

COST OF SUBSTITUTION ASSESSMENT
Work Experience: Cost of substitution paper, experiential Supervisor, and assessment: $55 per unit
Oral Presentation: Cost of substitution paper, and Assessors: $45 per unit

EARLY DEADLINES FOR ASSIGNMENTS
Students are expected to submit coursework on or before the deadline published in the assignment. All dates given are early deadlines.

LATE SUBMISSION OF ASSIGNMENT WITH LATE FEES
There is a further extension of no later than three weeks from the published deadline for the submission of late work. Contact Student Services if you are unsure of the late deadline.

LATE FEE IS $12.00
Late Fee of $12.00 is applied per assignment eg. $12 for the late term-paper; and $12 for the late Discussion Forum. No Assignment is acceptable after the late deadline under ANY Circumstances (excluding extenuating circumstances). Thereafter a FAIL GRADE is awarded for the assignment.

CORRECTION OF GROUP WORK WITH REFERRED GRADE

TERM PAPER
Group work that is returned to the student with Referred Grade must be resubmitted as individual work ONLY.

GROUP DISCUSSION FORUM
For group forum work that is returned to the student with Referred Grade, the student will take the Replacement Paper / Re-sit Exam which is a supervised open book written exam. Alternate paper might be an oral exam. Either way, both are individual assessments.

FEE FOR RESIT OF ASSIGNMENTS WITH REFERRED GRADE
See the term-paper instruction pages.

TIMELINE TO SUBMIT THE CORRECTIONS ON REFERRED GRADES
At the end of the full duration of the program, students have a grace period of four months (One Semester) to make all corrections. Students only pay for the referred units submitting to be corrected. Continuing fee is not charged to the students during the four months grace period.

MARKERS' RETAINER FEE
Once the four months grace period expires and students remain with outstanding work to be assessed, the continuing fee of $360 (Markers' Retainer Fees) is charged to the student for the school year. Students also pays for the referred units submitting to be corrected.

TENURE EXPIRATION
Students must complete and pass all units on the program within 36 Months of the college start date and receive the Diploma from Pearson. After this 36 Months period has expired, the student must retake all classes and courses in the program.

EXTENUATING CIRCUMSTANCES

Students are encouraged to submit/sit assessments at the prescribed time, yet accommodations are made in extenuating circumstances as follow:

1. **Medical Reasons.** If the students fail to submit course-work on time due to medical conditions verified by a doctor's certificate, the work is treated same as referred in terms of revised deadlines, grading restrictions and referred fees. It is important that students seeking exemption for medical reasons advise Student Services before the deadline expires.

2. **The death of an immediate family in the household.** Evidence must be provided of the relationship and death.

3. **Jury Duty.** Evidence must be provided of the request, and also the service started or completed.

RESIT PRIVILIGE

1. For students to qualify for Resit they MUST ATTEMPT ALL assessments in the unit and earn at least a Referred Grade.

2. A student who has taken ill during an examination or assignment submission dateline may also qualify for Resit after proper written evidence is collected and assessed by the Faculty and submitted to the Head of Faculty for approval.

3. Resit fees apply in all circumstances under which new assessments are approved or extensions granted beyond the late deadlines.

RESIT APPROVAL AND FEE

All evidences must be collected by the Faculty and produced to Student Services no later than 5 days after the examination/deadline expires. The outcome is communicated directly to the student by email. If approved, the Resit Fee of $45.00 (**per** assignment) is paid by the student and receipt emailed to Student Services. The supplementary dateline will be communicated to the student by email.

REFERRED / RESIT GRADE

Students earn a Referred Grade if the submitted assignment fail to achieve the criteria for PASS.

❖ Hospitality Students must earn a PASS GRADE on all Assessment Criteria (AC) on the term-paper to pass the course.
❖ Business and Aviation Students must earn a PASS Grade on all Assessment Criteria with P e.g. P1, P2 etc. to pass the course.

INCOMPLETE GRADE (IC)

Students are awarded Incomplete (IC) when they fail to complete any part of the required coursework. This may be due to approved reasons (extenuating circumstances) or failure to submit work. In all cases IC changes to Fail Grade on the students record after eight (8). Only students approved for extenuating circumstances can retake an assessment. Thus, all other IC will automatically change to 'Fail' after eight weeks.

FAILING THE COURSE

1. Students who did not sit an examination and did not withdraw formally will receive a Failing grade.

2. Students who differed for financial reasons or illness will earn an IC – Incomplete Grade. Incomplete Grades then are changed to Fail Grades after eight weeks.

3. Students who fail the discussion forum but pass the term-paper or vice versa. You must earn a Referred OR Pass Grade on both the Forum and Term-Paper to avoid retaking the course unit.

4. If you fail the course you must retake the class when it is offered next. The cost per course unit is listed on the Tuition Page of the website.

THESE COMMON CIRCUMSTANCES DO NOT QUALIFY AS EXTENUATING CIRCUMSTANCES

LOSS OF DATA

Please back-up your work consistently on independent media. Computer malfunctioning, or errors are common but not acceptable reasons for special considerations. Special considerations are granted only for extenuating circumstances discussed above and no other factor.

JOB RESPONSIBILITIES

Working Students are advised to take 2-3 courses per semester. Four courses as recommended to complete the program on the published deadline. However, if taking full-time coursework will hinder you from meeting your required course-work deadlines or meeting quality standards, it is best that you take three courses and extend your tenure by one semester.

Job responsibilities are not acceptable reasons for special considerations because we have only one standard for everyone in the institution. Special considerations are granted only for extenuating circumstances discussed above and no other factor.

STUDENT SATISFACTION SURVEY

To develop and maintain a collegiate environment to sustain Higher Education, students are encouraged to participate at end of each semester in the Online Satisfaction Survey. Your input will help us to improve our programs and personnel. A degree today is like citizenship and good College education is a platform for you to: develop the required competencies for a degree, social skills, but also to enjoy learning. So, tell us want to do to make your college xperience better. Be respectful, and be honest. The Form is accessible here:
http://www.studyaimusa.org/student-feedback-form.html

REVISION DATES OF UNITS AND COURSE RULES

The Academic Guidelines contain policies that are approved by Colbourne's Academic Board. The most current draft are the existing procedures to manage and administrate the academic program and are effective as at the publication of the new document. In all cases the current policies take precedence over previous rules.

REVISION OF THE CURRENT ACADEMIC POLICIES

July 2017 * added that L5 and L7 students may choose to use alternative assessment methods to replace the GDF, term-paper, re-sit paper, or failed assessment/s.

July 2017 * added that L5 and L7 students may choose to use alternative assessment methods to replace the GDF, term-paper, re-sit paper, or failed assessment/s.

April 2017 *added: correction of group work with referred grade requires students to submit paper as individuals.

July 2016   *added that for students to qualify for Resit they MUST ATTEMPT ALL assessments in the unit and earn at least a Referred Grade.

REVISION OF PREVIOUS ACADEMIC POLICIES

July 2015

July 2016

January 2016