



# QUALIFI

SUCCESS THROUGH LEARNING  
RECOGNISED WORLDWIDE

## QUALIFI ASSESSMENT DOCUMENT

Qualification	Qualifi Level 5 Diploma in Accounting and Finance
Qualification No (RQF)	610/0797/3
Unit Name	Management of People
Unit Reference	R/650/2380
No of Credits	20 Credits

## Introduction

Prior to attempting this coursework assignment, Learners must familiarise themselves with the following policies:

- Centre Specification can be found at <https://qualifi.net/qualifications/>
- Qualifi Quality Assurance Standards
- Qualifi Quality Policy Statement

## Plagiarism and Collusion

In submitting the assignment Learner's must complete a statement of authenticity confirming that the work submitted for all tasks is their own. The statement should also include the word count.

Your accredited study centre will direct you to the appropriate software that checks the level of similarity. Qualifi recommends the use of <https://www.turnitin.com> as a part of the assessment.

Plagiarism and collusion are treated very seriously. Plagiarism involves presenting work, excerpts, ideas or passages of another author without appropriate referencing and attribution.

Collusion occurs when two or more learners submit work which is so alike in ideas, content, wording and/or structure that the similarity goes beyond what might have been mere coincidence

Please familiarise yourself on Qualifi's Malpractice and Maladministration policy, where you can find further information

## Referencing

A professional approach to work is expected from all learners. Learners must therefore identify and acknowledge ALL sources/methodologies/applications used.

The learner must use an appropriate referencing system to achieve this. Marks are not awarded for the use of English; however, the learner must express ideas clearly and ensure that appropriate terminology is used to convey accuracy in meaning.

Qualifi recommends using Harvard Style of Referencing throughout your work.

## Appendices

You may include appendices to support your work, however appendices must only contain additional supporting information, and must be clearly referenced in your assignment.

You may also include tables, graphs, diagrams, Gantt chart and flowcharts that support the main report should be incorporated into the back of the assignment report that is submitted.

Any published secondary information such as annual reports and company literature, should be referenced in the main text of the assignment, in accordance of Harvard Style Referencing, and referenced at the end of the assignment.

## Confidentiality

Where a Learner is using organisational information that deals with sensitive material or issues, they must seek the advice and permission from that organisation about its inclusion.

Where confidentiality is an issue, Learners are advised to anonymise their assignment report so that it cannot be attributed to that particular organisation.

## **Word Count Policy**

Learners must comply with the required word count, within a margin of +10%. These rules exclude the index, headings, tables, images, footnotes, appendices and information contained within references and bibliographies.

When an assessment task requires learners to produce presentation slides with supporting notes, the word count applies to the supporting notes only.

## **Submission of Assignments**

All work to be submitted on the due date as per Centre's advice.

All work must be submitted in a single electronic document (.doc file), or via Turnitin, where applicable.

This should go to the tutor and Centre Manager/Programme Director, plus one hard copy posted to the Centre Manager (if required)

## **Marking and grades**

Qualifi uses a standard marking rubric for all assignments, and you can find the details at the end of this document.

Unless stated elsewhere, Learners must answer all questions in this document.

# Assignment Question

## Task 1 – 75 words

Understand recruitment and selection.

1.1 Evaluate the role and contribution to an organisation of recruiting and retaining a skilled workforce.

- Key Information: Once you recruit and hire the right prospects, it's then time to retain them. High employee retention rates are a solid testament to just how great working for your organization is. This not only results in motivated and hardworking employees but also rewards your organisation with a positive and attractive reputation.
- A descriptive answer is insufficient to award a pass learners must address the benefits and difficulties associated with recruitment and retaining and offer recommendations for an organisation.

1.2 Analyse organisational recruitment processes.

- Key Information: Recruitment refers to the process of identifying, attracting, interviewing, selecting, hiring and onboarding employees. In other words, it involves everything from the identification of a staffing need to filling it. Depending on the size of an organisation, recruitment is the responsibility of a range of workers.

## Task 2 – 150 words

Understand people management in organisations.

2.1 Analyse the role and value of people management.

- Key Information: People management is a part of human resource management that encapsulates all the processes of acquisition, optimization, and retention of talent in the organization. It involves training, directing, and motivating team members to maximize the productivity of the workplace and enhance overall professional growth.
- A descriptive answer is insufficient to award a pass learners must address the benefits to an organisation of good people management and the competitive advantages that could result.

2.2 Evaluate the role and responsibilities of an organisation's human resource (HR) function.

- Key Information: The primary responsibilities associated with human resource management include: job analysis and staffing, organization and utilization of work force, measurement and appraisal of work force performance, implementation of reward systems for employees, professional development of workers, and maintenance of work force.
- A descriptive answer is insufficient to award a pass learners must address the benefits to an organisation of the HR function and the competitive advantages that could result.

2.3 Assess, the influence of legislation in the management of people.

- Key Information: It is important for HR departments to be aware of the legal issues that they are most likely to contend with. By understanding the most common legal problems overall, HR departments will be able to implement certain changes. In turn, this lessens the risk of lawsuits and other legal actions being filed.
- A descriptive answer is insufficient to award a pass learners must provide their own original opinion and ideas about how legislation positively and negatively influences people management.

#### 2.4 Evaluate the effectiveness of performance management and staff appraisal systems in the management of people.

- Key Information: A staff appraisal is a management tool to help support employee professional development. Centered around an appraisal meeting, this is management's chance to determine how an employee is faring, and what they might need to be better at their job in a precise and actionable way.
- A descriptive answer is insufficient to award a pass learners must address the benefits associated with performance management and staff appraisal and any difficulties and how these impact the management of people.

#### 2.5 Analyse the role and importance of disciplinary and grievance procedures.

- Key Information: What is the importance of disciplinary and grievance procedures? Disciplinary and grievance procedures tell a clear rules to deal with difficulties which may grow as part of their working relationship from either the employer or from the employee's

### Task 3 – 75 words

Understand the role of organisational reward and recognition processes.

3.1 Discuss the relationship between motivation and reward.

- Key Information: Reward and motivation are the two main factors which have an effect on the job satisfaction and motivation of employees. There is a significant relationship between reward and recognition, and between motivation and job satisfaction. ... Rewards have a direct link with the motivation and job satisfaction of the employees
- Learners should provide a detailed account including a range of theories, views and opinions, which include contrasting perspectives.

3.2 Evaluate the features and effectiveness of different types of financial and non-financial reward schemes.

- A descriptive answer is insufficient to award a pass. Learners must outline the benefits and drawbacks of different schemes and draw their own conclusions as to the circumstances when the use of different schemes are more effective
- Key Information: The financial rewards include pay, bonuses, allowances, insurance, incentives, promotions and job security, whereas the non-financial rewards include. Appreciation, meeting the new challenges, caring attitude from employer, appreciation and recognition motivates the employee.
- The financial rewards include pay, bonuses, allowances, insurance, incentives, promotions and job security, whereas the non-financial rewards include. Appreciation, meeting the new challenges, caring attitude from employer, appreciation and recognition motivates the employee.



- An effective performance management system includes several key characteristics, including performance expectations, appraisals, disciplinary policies, and recommendations. It promotes continuous development and guides managers so that they can identify, track and improve employee performance.
- Individual and team performance is recognised in many ways, including verbal and written recognition from managers and co-workers, local awards, manager-driven appreciation, pay adjustments, and an annual process to set salaries. See also Workplace Recognition Tools for helpful tips and resources.

## Task 4 – 100 words

Understand staff training and development.

4.1 Evaluate the benefits and drawbacks of different methods of training and development.

- A descriptive answer is insufficient to award a pass, learners must draw their own conclusions as to the benefits and drawbacks.
- Key Information: Article shared by: ADVERTISEMENTS: Some of the methods which are usually used for training of employees are: (1) On The Job Training (2) Off-The-Job-Training (3) Apprenticeship Training (4) Vestibule Training (Training Centre Training) (5) Internship Training and (6) Learner Training.

4.2 Assess the need for Continuous Professional Development (CPD) and the effectiveness of current provision.

- Learners must provide their own opinions and judgment as to the need for CPD and the benefits for an organisation and/or individuals.
- Learners must provide examples to demonstrate understanding, description without examples is not sufficient to award a pass.
- Key Information: CPD helps business professionals learn in a structured and practical format that boosts their overall skills and knowledge. It also helps them ascertain the knowledge and skills they need to obtain within a short time period, so the improvement can be recognisable.

4.3 Evaluate performance development planning (PDP) and reviews.

- Learners should consider the benefits and disadvantages of PDP for individuals and organisations, drawing conclusions or making recommendations

- Key Information: Regular review will ensure that you keep tabs on your activity and are not tempted to make personal development a lower priority. It is easy to forget about personal development, especially if you have just started a new job or course of study. But a regular review of your development plan keeps the process on track.

## **Assessment Criteria**

1.1 Evaluate the role and contribution to an organisation of recruiting and retaining a skilled workforce.

1.2 Analyse organisational recruitment processes.

2.1 Analyse the role and value of people management.

2.2 Evaluate the role and responsibilities of an organisation's human resource (HR) function.

2.3 Assess, the influence of legislation in the management of people.

2.4 Evaluate the effectiveness of performance management and staff appraisal systems in the management of people.

2.5 Analyse the role and importance of disciplinary and grievance procedures.

3.1 Discuss the relationship between motivation and reward.

3.2 Evaluate the features and effectiveness of different types of financial and non-financial reward schemes.

4.1 Evaluate the benefits and drawbacks of different methods of training and development.

4.2 Assess the need for Continuous Professional Development (CPD) and the effectiveness of current provision.

4.3 Evaluate performance development planning (PDP) and reviews.

	<b>Distinguished</b>	<b>Excellent</b>	<b>Good</b>	<b>Proficient</b>	<b>Basic</b>	<b>Marginal</b>	<b>Unacceptable</b>
<b>Criteria</b>	80+	70	60	50	40	30	0
<b>Content (alignment with assessment criteria)</b>	Extensive evaluation and synthesis of ideas; includes substantial original thinking	Comprehensive critical evaluation and synthesis of ideas; includes coherent original thinking	Adequate evaluation and synthesis of key ideas beyond basic descriptions; includes original thinking	Describes main ideas with evidence of evaluation; includes some original thinking	Describes some of the main ideas but omits some concepts; limited evidence of evaluation; confused original thinking	Largely incomplete description of main issues; misses key concepts; no original thinking	Inadequate information or containing information not relevant to the topic
<b>Application of Theory and Literature</b>	In-depth, detailed and relevant application of theory; expertly integrates literature to support ideas and concept	Clear and relevant application of theory; fully integrates literature to support ideas and concepts	Appropriate application of theory; integrates literature to support ideas and concepts	Adequate application of theory; uses literature to support ideas and concepts	Limited application of theory; refers to literature but may not use it consistently	Confused application of theory; does not use literature for support	Little or no evidence of application of theory and relevant literature
<b>Knowledge and Understanding</b>	Extensive depth of understanding and exploration beyond key principles and concepts	Comprehensive knowledge and depth of understanding key principles and concepts	Sound understanding of principles and concepts	Basic Knowledge and understanding of key concepts and principles	Limited and superficial knowledge and understanding of key concepts and principles	Confused or inadequate knowledge and understanding of key concepts and principles	Little or no evidence of knowledge or understanding of key concepts and principles
<b>Presentation and Writing Skills</b>	Logical, coherent and polished presentation exceeding expectations at this level; free from errors in mechanics and syntax	Logical, coherent presentation demonstrating mastery; free from errors in mechanics and syntax	Logical structure to presentation; makes few errors in mechanics and syntax which do not prohibit meaning	Orderly presentation; minor errors in mechanics and syntax	Somewhat weak presentation; errors in mechanics and syntax may interfere with meaning	Confused presentation; errors in mechanics and syntax often interfere with meaning	Illogical presentation lacking cohesion; contains significant errors that interfere with meaning
<b>Referencing</b>	Advanced use of in-text citation and references	Mastery of in-text citation and referencing	Appropriate use of in-text citation and referencing	Adequate use of in-text citation and referencing	Limited use of in-text citation and referencing	Inadequate use of citation and referencing	Little or no evidence of appropriate referencing or use of sources

**Instructor's Comments**

## Directions:

1. For each of the criteria listed in the first column, circle one box in the corresponding column to the right which best reflects the student's work on this particular assessment activity (e.g., project, presentation, essay).
2. Provide specific feedback to a student about each of the criteria scores he/she earned by writing comments and suggestions for improvement in the last row titled "Instructor's comments."
3. To arrive at a mark, total the boxes and divide by 5 to arrive at final mark.

Example:

	Distinguished	Excellent	Good	Proficient	Basic	Marginal	Unacceptable
Range	80-100	70-79	60-69	50-59	40-49	35-39	0-34

Criteria	Score
Content	50
Application of Theory and Literature	40
Knowledge and Understanding	50
Presentation/Writing Skills	40
Referencing	40
<b>Total Score</b>	<b>220/5 = 44, Basic</b>





## **HEAD OFFICE**

7 Acorn Business Park  
Commercial Gate, Nottingham  
Nottinghamshire  
NG18 1EX

## **LONDON OFFICE**

Golden Cross House  
8 Duncannon Street, London  
WC2N 4JF  
[info@qualifi.net](mailto:info@qualifi.net)

Copyright 2022 Qualifi Ltd