**Office Use**

**Portfolio Assessment Sheet**

| **Qualification Title** |  | | |
| --- | --- | --- | --- |
| **Unit reference & Title** |  | | |
| **Unique Learner Number** |  | | |
| **Portfolio Assessment Decision** | **Approved** | **Denied** | **Unable to Determine** |
|  |  | **Followed up Needed** |

**Grading Criteria**

| **Learning Outcome** | **Assessment Criterion** | | **Pass/Refer** | **Assessor comments** |
| --- | --- | --- | --- | --- |
| 1. Understand the role of management of human resources. |  | Critically justify the importance of human resource management in organizations. |  |  |
|  | Assess the role and purpose of the strategic human resource management function and activities in an organization. |  |  |
|  | Evaluate how human resource management is related to other functional areas. |  |  |
| 1. Be able to create a human resource plan for an organisation. |  | Assess the business factors to consider before human resource planning. |  |  |
|  | Determine human resource requirements in different organisational contexts. |  |  |
|  | Develop a human resource plan for an organization. |  |  |
| 1. Understand the role of legal and ethical issues in developing human resources policy. |  | Explain the purpose of human resource policy. |  |  |
|  | Assess the impact of regulatory and legal requirements on human resource policies in an organization. |  |  |
|  | Assess the impact of business ethics, CSR, and sustainability requirements on human resource policies for an organization. |  |  |
| 1. Be able to plan and develop human resource strategies. |  | Critically analyze the impact of an organisational strategy, structure and culture on the management of human resources. |  |  |
|  | Develop a structured, relevant and comprehensive HR strategy. |  |  |
|  | Critically monitor the effectiveness of human resources management. |  |  |
| 1. Understand HRM approaches within organizations and their relationships with organizational performance. | 5.1 | Critically evaluate the relationships between business strategy and human resource management. |  |  |
| 5.2 | Explain the implementation and measurement of HR approaches using relevant metrics. |  |  |
| 5.3 | Monitor and evaluate a human resource strategy that supports organisational mission, vision, values and objectives. |  |  |

Overall Comments

| Reason | Comment |
| --- | --- |
| Evidence is inadequate |  |
| Narrative is too brief |  |
| Evidence does not support knowledge of topics in course description |  |
| Narrative is poorly written |  |
| It is not clear how the knowledge was acquired |  |
| Evidence supports only a limited portion of the course content |  |
| Student's knowledge lacks the breath of the course |  |
| Student's Documentation is weak |  |
| Other |  |

| Assessor Name: |  |
| --- | --- |
| Assessor’s Signature |  |
| Date |  |

| **INTERNAL VERIFICATION FOR QALITY ASSURANCE** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme title** |  | | | | | | | | |
| **Assessor** |  | | | | **IVQA** | |  | | |
| **Unit reference & Name** |  | | | | | | | | |
| **Learner name** |  | | | | | | | | |
| **Learner Registration ID** |  | | | | | | | | |
| **Original Grading Award** | | **Pass** | | **Merit** | | **Distinction** | | **Refer** | |
|  | |  | |  | |  | |
| **CHECKLIST** | | **Yes** | **No** | | **Comments** | | | | |
| **Learner has confirmed the authenticity of the evidence?** | |  |  | |  | | | | |
| **Assessor confirmed the authenticity of the evidence?** | |  |  | |  | | | | |
| **Work has been assessed accurately?** | |  |  | |  | | | | |
| **Assessor has given feedback to each assessment criteria?** | |  |  | |  | | | | |
| **Feedback justify each assessment criterion awarded** | |  |  | |  | | | | |
| **Agree with Original assessment decision** | |  |  | |  | | | | |
| **Assessor signature** | |  | | | | | | **Date** |  |
| **IQA Signature** | |  | | | | | | **Date** |  |
| **Lead IQA Signature** (if Applied) | |  | | | | | | **Date** |  |
|  | | | | | | | | | |
| **Confirm action completed** | | | | | | | | | |
| **Remedial action taken** |  | | | | | | | | |
| **Assessor signature** |  | | | | | **Date** | |  | |
| **IQA Signature** |  | | | | | **Date** | |  | |
| **Lead IQA Signature** |  | | | | | **Date** | |  | |

**Student Use**