**Observation Record**

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| **Learner Name:** |  |
| **Qualification:** |  |
| **Unit Number & Title:** |  |
| **Description of Activity Undertaken** (Please be as specific as possible) |
| The learner has developed a human resource plan for the selected organization clearly concentrating and expanding on the following assessment criteria and presented the work verbally with use of multimedia format to cover the learning outcome |
| **Assessment Criteria** **Targeted** |
| 2.1 Analyze the business factors that underpin human resource planning in an organization2.2 Assess the human resource requirements in a given situation2.3 Develop a human resource plan for the organization2.4 Critically evaluate how a human resources plan can contribute to meeting an organization's objectives |
| **How the activity covers the requirements of the assessment criteria** (this does not confirm achievement of assessment criteria or confer an assessment decision) |
| Overall presentation was good in terms of presentation and provided evidence that met the learning outcomes as above. |
| **Learner Name:** |  |
| **Learner Signature:** |  | **Date:** |  |
| **Assessor Name:** |  |  |  |
| **Assessor Signature:** |  | **Date:** |  |

**Witness Statement**

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| **Learner Name:** |  |
| **Qualification:** |  |
| **Unit Number & Title:** |  |
| **Description of Activity Undertaken** (Please be as specific as possible) |
| The learner has developed a human resource plan for the selected organization clearly concentrating and expanding on the following assessment criteria and presented the work verbally with use of multimedia format to cover the learning outcome |
| **Assessment Criteria** (for which the activity provides evidence) |
| 2.1 Analyze the business factors that underpin human resource planning in an organization2.2 Assess the human resource requirements in a given situation2.3 Develop a human resource plan for the organization2.4 Critically evaluate how a human resources plan can contribute to meeting an organization's objectives |
| **How the activity covers the requirements of the assessment criteria, including how and where the activity took place** (this does not confirm achievement of assessment criteria or confer an assessment decision) |
| Overall presentation was good in terms of presentation and provided evidence that met the learning outcomes as above. |
| **Witness Name:** |  | **Job Role:** |  |
| **Witness Signature:** |  | **Date:** |  |
| **Learner Name:** |  |  |  |
| **Learner Signature:** |  | **Date:** |  |
| **Assessor Name:** |  |  |  |
| **Assessor Signature:** |  | **Date:** |  |