**Office Use**

**Assessment Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner’s Name** |  | | |
| **Unique Learner Number** |  | | |
| **Qualification Title** |  | | |
| **Unit Reference No. & Title** |  | | |
| **Graded Awarded** | **Pass** | **Denied** | **Unable to Determine** |
|  |  | **Followed up Needed** |

**Grading Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. |  |  |

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| --- | --- | --- | --- |
| **Assessor’s Overall Comments** | | | |
| Summary of the Understanding Knowledge, Skills, Attitudes?  Criteria for Success (How do we know that the student has been successful?  Assessment Methods?  To what extent have the course topics been addressed?  How has the student demonstrated mastery of the outcomes?  To what extent does the student possess the knowledge skills and attitudes covered in the course?  Strength/ Weaknesses? | | | |
| **Assessor/learner declaration:**  I confirm that I have assessed the learner against all of the Learning outcomes of the Unit. | | | |
| **Assessor name:** |  | **Date:** |  |
| **Assessor signature:** |  | | |
| **Learner signature:** |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INTERNAL VERIFICATION FOR QALITY ASSURANCE** | | | | | | | | | |
| **Qualification Title** |  | | | | | | | | |
| **Assessor** |  | | | | **IVQA** | |  | | |
| **Unit reference & Name** |  | | | | | | | | |
| **Learner name** |  | | | | | | | | |
| **Unique Learner Number** |  | | | | | | | | |
| **Original Grading Award** | | **Pass** | | **Merit** | | **Distinction** | | **Refer** | |
|  | |  | |  | |  | |
| **CHECKLIST** | | **Yes** | **No** | | **Comments** | | | | |
| **Learner has provided all authentic evidence?** | |  |  | |  | | | | |
| **Assessor confirmed the authenticity of the evidence?** | |  |  | |  | | | | |
| **Assessment has been done 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** | |  | |