



**ICON COLLEGE OF TECHNOLOGY AND MANAGEMENT**  
**Pearson BTEC HND in Business (RQF)**  
**Unit 3 Human Resource Management**

**Assignment Brief**

Programme title	TNA67 Pearson BTEC HND in Business (RQF)	
Unit number and title	Unit 3	Human Resources Management
Unit Type	Core	
Unit Level and Credit Value	Level 4	15 Credit

<b>General Guidelines</b>	<ul style="list-style-type: none"><li>• The work you submit <b>must be in your own words</b>. If you use a quote or an illustration from somewhere you must give the source.</li><li>• Include a list of references at the end of your document. <b>You must give <u>all</u> your sources of information.</b></li><li>• Make sure your work is clearly presented and that you use correct grammar.</li><li>• Wherever possible use a word processor and its “<b>spell-checker</b>”.</li></ul>
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MIRACLE



## ICON College of Technology and Management Pearson BTEC HND in Business (RQF)

Unit 3: Human Resource Management  
Coursework

Recommended Word limit: 3,500–4,500

***This Unit will be assessed by assignment and an individual portfolio.***

***You are strongly advised to read “Preparation guidelines of the Coursework Document” before answering your assignment.***

### ASSIGNMENT

#### **Assignment Context and Scenario:**

As a newly appointed Human Resource Manager for your chosen UK-based organisation, you have been tasked with leading on the restructuring of the department as part of organisational change.

The Human Resources (HR) department will be restructured based on the findings of a review report, which you have been asked to complete. You are to review the effectiveness of the HR function within the organisation, researching the role and scope of HR and reviewing and assessing the main HR functions within the organisation. This has to be submitted as a case study report.

The case study assessment report should cover the following:

1. An overview of the organisation.
2. An explanation on the purpose of the HR function and the key roles and responsibilities of the HR function.
3. An assessment of the approach to workforce planning, recruitment and selection, development and training, performance management and reward systems.
4. The approach to and effectiveness of employee relations and employee engagement, and comment on the adoption of flexible organisation and flexible working practice and ‘employer of choice’.
5. Analysis of the internal and external factors that affect Human Resource Management decision-making, including key areas of employment legislation
6. An application of the Human Resource Management practices in a work-related context.

#### **What you must do**

The following issues are required to be carried out:

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

You are required to write a brief overview of your chosen organisation and then **explain** the purpose and the functions of HRM, applicable to workforce planning and resources in your chosen organisation. You should **identify and explain** the HR to fulfil the objectives of your chosen organisation.

Using examples from your chosen organisation, **explain** the strengths and weaknesses of different approaches to recruitment and selection. You should also **critically evaluate** the strengths and weaknesses of different approaches to recruitment and selection using suitable theories and models.

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

You are required to **explain** how different HRM practices benefit the management and employees of your chosen organisation. You should also **evaluate** the effectiveness of different HRM practices in your chosen organisation in terms of raising organisational profit and productivity.

You should **explore** different methods used in HRM practices and **evaluate** their application, using specific examples from your chosen organisation.

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

Using your chosen organisation, **analyse** the importance of employee relations in influencing HRM decision-making.

You are required to **identify** the key elements of employment legislation and the impact it has upon HRM decision-making in your chosen organisation. You should also **identify** the key aspects of employee relations management and employment legislations.

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

As the Human Resource Manager in the Human Resources (HR) department of your chosen organisation, you have been asked to take part in testing the new recruitment and selection process. You have been asked to work in a small team (3–4 members) to design a job specification for a particular job role and then you will take part in an interview simulation for a job role advertised by another team.

The aim of your team is to test the recruitment and selection process and each complete an individual document portfolio to submit. The document portfolio should include:

1. The design of a job specification for one of a number of given positions in the organisation.
2. A CV for each student, tailored to apply for one of the positions advertised by another team.
3. Documentation of preparatory notes for interviews, interview notes based on selection criteria and a justified decision of the candidate selected.
4. A job offer to the selected candidate.
5. An evaluation of the process and the rationale for conducting appropriate HR practices.

You are required to **illustrate** the application of HRM practices in a work-related context, using specific examples from your chosen organisation. You should also **provide** a rationale for the application of specific HRM practices based on your chosen organisation. You should also **critically evaluate** employee relations and the application of HRM practices that inform and influence decision-making in your chosen organisation.

Grading Criteria			
Learning Outcome	Pass	Merit	Distinction
<b>LO1</b> Explain the purpose and scope of Human Resource Management in terms of resourcing an organisation with talent and skills appropriate to fulfil business objectives	<p><b>P1</b> Explain the purpose and the functions of HRM, applicable to workforce planning and resourcing an organisation.</p> <p><b>P2</b> Explain the strengths and weaknesses of different approaches to recruitment and selection.</p>	<p><b>M1:</b> Identify and explain the HR functions to fulfil business objectives.</p> <p><b>M2:</b> Evaluate the strengths and weaknesses approaches to recruitment and selection</p>	<b>D1:</b> Critically evaluate the strengths and weaknesses of approaches to recruitment and selection
<b>LO2</b> Evaluate the effectiveness of the key elements of Human Resource Management in an organisation	<p><b>P3</b> Explain the benefits of different HRM practices within an organisation for both the employer and employee.</p> <p><b>P4</b> Evaluate the effectiveness of different HRM practices in terms of raising organisational profit and productivity.</p>	<b>M3:</b> Explore different methods used in HRM practices	<b>D2:</b> Evaluate the HRM practices and their application
<b>LO3</b> Analyse internal and external factors that affect Human Resource Management decision-making, including employment legislation	<p><b>P5</b> Analyse the importance of employee relations in respect to influencing HRM decision- making.</p> <p><b>P6</b> Identify the key elements of employment legislation and the impact it has upon HRM decision- making.</p>	<b>M4:</b> Identify the key aspects of employee relations management and employment legislations	<b>LO3&amp;LO4</b> <b>D3:</b> Critically evaluate employee relations and the application of HRM practices that inform and influence decision-making in an organisational context
<b>LO4</b> Apply Human Resource Management practices in a work-related context	<b>P7</b> Illustrate the application of HRM practices in a work-related context, using specific examples.	<b>M5:</b> Provide a rationale for the application of specific HRM	

## Relevant Information

### Guide to student

#### 1. Preparation guidelines of the Coursework Document

- a. All coursework must be word processed.
- b. Document margins must not be more than 2.54 cm (1 inch) or less than 1.9cm (3/4 inch).
- c. The assignment should be in a formal business style using single spacing and font size 12.
- d. Standard and commonly used type face such as Arial should be used.
- e. All figures, graphs and tables must be numbered.
- f. Material taken from external sources must be properly referenced using the Harvard referencing system.
- g. You should provide references using the Harvard referencing system.
- h. Do not use Wikipedia as a reference.

## 2. Plagiarism and Collusion

Any act of plagiarism or collusion will be seriously dealt with according to the College regulations. In this context the definitions and scope of plagiarism and collusion are presented below:

*Plagiarism is presenting somebody else's work as your own. It includes copying information directly from the Web or books without referencing the material; submitting joint coursework as an individual effort.*

*Collusion is copying another student's coursework; stealing coursework from another student and submitting it as your own work.*

*Suspected plagiarism or collusion will be investigated and if found to have occurred will be dealt with according to the College procedure (**For details on Plagiarism & Collusion please see the Student Handbook**).*

## 3. Submission

- Initial submission of coursework to the tutors is compulsory in each unit of the course.
- The student must check their assignments on **ICON VLE** with plagiarism **software Turnitin** to make sure the similarity index for their assignment stays within the College approved level. A student can check the similarity index of their assignment **three times** in the **Draft Assignment submission point** located in the home page of the ICON VLE.
- All Final coursework must be submitted to the **Final submission point** into the Unit (**not to the Tutor**). The student would be allowed to **submit only once** and that is the final submission.
- Any computer files generated such as program code (software), graphic files that form part of the coursework must be submitted as an attachment to the assignment with all documentation.
- Any portfolio for a Unit must be submitted as a hardcopy to examination office.
- The student must attach the tutor's feedback from the First submission in between the cover page and the answer in the case of Resubmission.

## 4. Good practice

- Make backup of your work in different media (hard disk, memory stick, etc.) to avoid distress for loss or damage of your original copy.

## 5. Extension, Late Submission and Resubmission

- If you need an extension for a valid reason, you must request one using an Exceptional Extenuating Circumstances (EEC) form available from the College examination office and ICON VLE. Please note that the tutors do not have the authority to extend the coursework deadlines and therefore do not ask them to award a coursework extension. The completed form must be accompanied by evidence such as a medical certificate in the event of you being sick, and should be submitted to the Examination Office.
- Late submission will be accepted and marked according to the College procedure. It should be noted that late submission may not be graded for Merit and Distinction.
- All late coursework must be submitted to the **Late submission point** into the unit (**not to the Tutor**) **in the ICON VLE**. A student is allowed to **submit only once** and that is also treated as the final submission.
- Only one opportunity will be given for reassessment (resubmission) will be permitted and the assessment will be capped at Pass for the unit. In addition, no resubmission will be allowed in any component of the assessment for which a Pass grade or higher has been achieved.
- Repeat Units – A student who has failed to achieve a Pass in both Final/Late submission and in the Resubmission must retake the unit with full attendance and payment of the unit fee. The overall unit grade for a successfully completed repeat unit is capped at Pass for that unit. Units can only be repeated once.

## 6. Submission deadlines Online to the ICON College VLE

**Final Submission date:**

**Late Submission date:**

## Glossary:

**Apply:** practice the knowledge and skills of HRM.

**Analyse:** Identify separate factors, say how they are related and how each one contribute to the topic.

**Assess:** to determine the importance, size and value of something. Give careful consideration to all the factors or events that apply or identify which are the most important or relevant.

**Comment:** Give your view after you have considered all the evidence. In particular decide the importance of all the positive and negative aspects.

**Critically evaluate:** Point out differences which are particularly significant.

**Describe:** Give a clear description that includes all the relevant features- thin of it as 'painting a picture with words.

**Evaluate:** review the information then bring it together to form a conclusion. Give evidence of each of your views or statement.

**Explain:** Set out in detail the meaning of something, with reasons. More difficult than describe or list; it can help to give an example to show what you mean. Start by introducing the topic then give the 'how' and 'why' OR provide details and give reasons and/or evidence to clearly support the argument you are making.

**Examine:** When you evaluate you look at the arguments for and against an issue.

**Identify:** Point out or choose the right one/ give a list of main features.

**Illustrate:** Include examples or a diagram to show what you mean.

**Provide:** Make available for application in practice.