

# Access to HE Diploma Assignment Brief (Form AP3)



<b>Provider name:</b>	Sunshine College
<b>Access Diploma title:</b>	Access to HE Diploma (Business)
<b>Unit title and code:</b>	Human Resource Management AJ4/3/AA/03G
<b>Assignment title and number, e.g. 1 of 1 or 1 of 2 etc:</b>	Presentation on training within the workplace and the delivery and evaluation of a training session Assignment 2 of 2
<b>Assessor name:</b>	Jane Brown

## Assignment briefing and mapping to unit:

### Task 1

You are to create a presentation of a maximum of 15 slides covering:

1. an explanation of the benefits of a trained workforce (4.1)
2. an investigation into and evaluation of the role of training in one of the organisations selected for the first assignment or another suitable organisation (please check with your tutor if you are using a different organisation) (4.2)
3. the production of a training plan using the learning cycle for a development need you have identified in one of your chosen organisations. (4.3)

### Task 2

You are to organise and the delivery of a training session on a topic you have studied already as part of your diploma, ensuring that you make the objectives of the session clear and prepare all the resources. Collect feedback from your colleagues and your tutor at the end using a form you have prepared for this purpose. (4.4)

You are then to provide a written evaluation of the success of the training sessions in meeting the objectives stated above taking into account self evaluation and the feedback you have received. (4.5) (Approximately 500 words)

<b>Assignment hand out date:</b>	
<b>Assignment submission deadline date:</b>	
<b>Draft(s) permitted: Yes/No</b> <i>If yes, include deadline date(s) for draft(s)</i>	No

## Mapping to Unit

This assignment covers the following learning outcomes & assessment criteria.

- LO 4 Understand the role of training and development in the workplace.
- AC 4.1 Explain the benefits of a trained workforce
- AC 4.2 Investigate and evaluate the role of training within a selected organisation
- AC 4.3 Apply the learning cycle to develop a training plan for a given workplace scenario
- AC 4.4 Organise and deliver a training session
- AC4.5 Evaluate the success of the training session in meeting its stated objectives.

## Grading information for this assignment

<b>Grade descriptor:</b>	<b>7b and c: Quality</b>
The student, student's work or performance:	
<b>For a pass:</b>	Meet the assessment criteria to achieve the learning outcomes for the unit
<b>For Merit:</b>	<p>b. puts forward arguments or ideas which are <b>generally</b> unambiguous but which are in a minor way limited or incomplete</p> <p>c. taken as a whole demonstrates a <b>very good</b> response to the demands of the brief/assignment</p> <p>Contextualisation:- You discuss several key theories and methods relating to training but at times the explanations are limited or incomplete. The organisation and the delivery of the training session are very good with clear objectives. Feedback is reviewed and generally evaluated clearly.</p>
<b>For distinction:</b>	<p>b. puts forward arguments or ideas which are <b>consistently</b> unambiguous and cogent</p> <p>c. taken as a whole demonstrates an <b>excellent</b> response to the demands of the brief/assignment</p> <p>Contextualisation:- The discussion of the key theories and methods involved in training are detailed and comprehensive. The organisation and delivery of the training session is excellent and you meet your objectives. Your review of the feedback is clear and includes developmental points.</p>
<b>Additional Guidance notes</b>	Ensure that you have practised in advance of the delivery so you know that you can complete the training in the time specified. If you are using slides make sure that they are clear and do not include too much information. Do not just read from the slides. Recap at the end to find out whether the group have understood your points.

<b>Grade descriptor:</b>	<b>2a, c Application of knowledge</b>
The student, student's work or performance:	
<b>For a pass:</b>	Meet the assessment criteria to achieve the learning outcomes for the unit
<b>For Merit:</b>	<p>a makes use of relevant facts and theories and</p> <p>c very <b>good</b> levels of consistency, insight and analysis</p> <p>Contextualisation: This means that you should demonstrate a very good understanding of the importance of training within your organisation. Your investigation and evaluations will be closely linked to the organisation of your choice. You should take care to ensure that you do not use too much description which shows little of your ability to use information. You will apply the knowledge which you have acquired to the delivery and evaluation of your own training session. Some of your evaluation and analysis will be limited and the application of the theories to your own training session not totally clear.</p>
<b>For distinction:</b>	<p>a makes use of relevant facts, theories and</p> <p>c <b>excellent</b> levels of consistency, insight and analysis</p>

	Contextualisation: This means that you should demonstrate an excellent understanding of the importance of training. Your investigation and evaluations will be closely linked to the organisation of your choice. Your use of description is totally relevant and shows your ability to use information. You will show excellent application of your knowledge to the delivery and evaluation of your own training session. You will make full use of the tutor and peer feedback and your own insight into the success of the session.
<b>Additional Guidance notes</b>	Take care to ensure that you choose a suitable subject for training and one which will allow you to show your understanding to its best ability.

<b>Declaration:</b> I confirm that this assignment is my best attempt and all my own work and that it conforms to the course policy on plagiarism.		
Print name:	Student signature:	Date:

Example Only