

Developing Professional Practice in Human Resources

Assessment 5CDPP

Name:

Learning Outcomes

- 1 Understand the components of a specific HR career development programme
- 2 Understand the range of HR roles and behavioural requirements of HR professionals
- 3 Be able to manage self and workload to meet performance requirements
- 4 Be able to work collaboratively with others, as a member of a team or working group
- 5 Be able to apply CPD techniques to devise, implement and review a personal development plan

Evidence to be produced/required

A portfolio of evidence, which includes:

Activity 1: programme materials and completed induction questionnaire

Activity 2: written report of about 1000 words

Activity 3: portfolio of workplace evidence (see assessment guidance)

Activity 4: written report of about 1000 words

Activity 5: personal development plan and notes from self-analysis

Activity 6: on-going written updates/additions to personal development plan.

All reference sources should be acknowledged correctly and a bibliography provided where appropriate (these should be excluded from the word count).

Activity	Assessment Criteria	Pass/Refer	Feedback
Activity 1 Identify and collect information relating to your HR development programme, including: key components of the programme, organisational arrangements and any codes of practice, and key sources of further information. You should also complete an induction	1.1 Interpret the key components of the HR development programme. 1.2 Explain organisational arrangements and codes of practice which underpin the programme. 1.3 Identify key sources of programme - related information and advice for learners.		

questionnaire, issued by your centre, which confirms your understanding of the programme.			
Activity 2 Write a report in which you briefly explain: • how the CIPD HRPM professional areas and bands define the HR profession • why the HRPM behaviours are essential to being an effective HR professional	2.1 Evaluate how the professional areas and bands of the CIPD HR Profession Map define the HR profession. 2.2 Explain why the behaviours identified in the CIPD HR Profession Map are essential to being an effective HR professional		
Activity 3 Collect and present a range of work-based evidence which reflects your ability to: • plan, implement, monitor and evaluate work projects • apply basic techniques for analysing and resolving problems • apply methods for influencing, persuading and negotiating with others	3.1 Apply basic project management techniques to work activities. 3.2 Apply basic techniques for analysing and resolving problems. 4.3 Apply different methods for influencing, persuading and negotiating with others.		
Activity 4 Write a short report in which you: • explain the concept of group and/or team dynamics • explain political behaviour in organisations and how it can impact on the achievement of organisational objectives.	4.1 Explain the concept of group dynamics. 4.2 Explain political behaviour in organisations and how it can impact on the achievement of organisation objectives.		

Activity 5 - Undertake a self-assessment against a section of the CIPD HR Professional Map, at Band 2, to identify your professional development needs. The section should include: 2 professional areas (1 of which should be a core area) and at least 2 behaviours. - Select at least 3 development options to meet your development needs. - Devise a personal development plan in which you detail your development objectives and justify development options selected.	5.1 Undertake a self - assessment of HR capabilities to identify development needs. 5.2 Select and justify different options for professional development. 5.3 Produce a plan to meet development objectives.		
Activity 6 During your programme, reflect on your performance against your plan, and record how you are developing your skills, knowledge and behaviours. You should also identify further learning/development needs as you progress, and update your plan accordingly.	5.4 Reflect on performance against the CPD plan, identifying any further learning needs and revising the plan accordingly.		DUE MAY 2021:

Summary comments

Assessor Signature _____ Date: