

CIPD Candidate evidence matrix

Candidate Name: Jacqueline Towell				CIPD Membership/registration No.: 23203590		
Qualification title: CIPD Level 5 Applied Human Resources				Unique Learner No. (ULN): 1808171		
Unit code	Unit title	Assessment criteria no.	Evidence description	Evidence reference number	Assessor initials	I/V initials if sampled
5AIOP	Contributing to Improving Organisational Performance					
LO1	Information / Delivery of Performance Management Activities at The Premier Group					
	Performance Management Policies and Processes and the roles and responsibilities of those involved	1.1	Scheduled performance management process flow	EV1		
			Reactive performance management process flow	EV2		
			The Premier Group Employee Handbook, Containing;	EV3		
			Performance Review Procedure	EV3.1		
			Disciplinary Policy and Procedure	EV3.2		
			Absence Policy	EV3.3		
			Drug and Alcohol Policy	EV3.4		
			Procedure for Instructing a D&A Test & Card	EV4/4.1		
			Performance Review Document	EV5		
			Personal Development Plan	EV6		
	Key Sources of Information, which underpin performance management activities	1.2	Employee Handbook	EV3		
			Disciplinary Policy and Procedure	EV3.2		
			Shell Life Saving Rules	EV7		
			Premier H&S Policy	EV8		

	The provision of timely and accurate information to colleagues regarding performance management activities	1.3	Scheduled performance management process flow	EV1		
			Reactive performance management process flow	EV2		
			BreatheHR Performance Review Reminder	EV9		
			Email Probationary Review Reminder	EV10		
			Performance Review Document	EV5		
			Email to Line Managers and Staff regarding who is responsible for their Performance Management	EV11		
			Supporting Process Flow	EV11.1		
			Supporting Organisational Chart	EV11.2		
			Email Chain to JCP	EV12		
			Email to Managers resetting site staff objectives	EV13		
			Email to Managers discussing performance management issue	EV14		
			Email to Director regarding capability meeting	EV15		
			Email to Director regarding Disciplinary Hearing	EV16		
			Email chain with Manager requiring assistance	EV17		
			Ashley Davies Testimony	EV30		
LO2	Supporting Line Managers to Deliver Performance Management Activities within The Premier Group					
	Analyse the types of support line managers need from HR in relation	2.1	Skills Matrix Communication	EV18		

	to performance management activities					
			Skills Matrix Example	EV18.1		
			Personal Development Plan	EV19		
			Difficult Conversations Workshop Slides	EV20		
	Support line manager capability to deliver performance management activities	2.2	Email to Line Managers and Staff regarding who is responsible for their Performance Management	EV11		
			Supporting Process Flow	EV11.1		
			Supporting Organisational Chart	EV11.2		
			Difficult Conversations Workshop Slides	EV20		
			Performance Management Training Details	EV21		
			Follow up Email to Managers	EV22		
			Training confirmation to Managers	EV23		
			Performance Appraisal Guidance notes	EV24		
			IIP Report shared with Managers	EV25		
			Manager communication regarding updated documentation	EV26		
	Work in conjunction with line managers to provide employee performance and development reviews	2.3	Manager information for Bradford Factor	EV27		
			Performance Review Document	EV5		
			Manager Evidence Email regarding support with performance appraisals	EV28		
			Manager Evidence Email supporting adhoc performance management	EV29		

			Manager Evidence Email regarding Bradford Factor in BreatheHR / monitoring / reporting	EV30		
LO3	Assessment of the impact of performance management on organisational performance and recommendations for enhancement					
	Evaluate the organisations approach to performance, employee performance and development reviews	3.1	Chwarae Teg Action Plan	EV31		
			IIP Report shared with Managers	EV25		
		3.2	Health and Wellbeing Calendar	EV32		
			EAP Evidence	EV33		
			EAP Utilisation Statistics	EV34		
			Survey Results	EV35		
		3.3	Communication & Engagement Driving performance and continual improvement presentation	EV36		
Candidate declaration:						
- I confirm that the work/evidence presented for assessment is my own unaided work. - I have read the assessment regulations and understand that if I am found to have 'copied' from published work without acknowledgement, or from other candidate's work, this may be regarded as plagiarism which is an offence against the assessment regulations and leads to failure in the relevant unit and formal disciplinary action. - I agree to this work being subjected to scrutiny by textual analysis software if required. - I understand that my work may be used for future academic/quality assurance purposes in accordance with the provisions of the Data Protection Act 1998. - I understand that the work/evidence submitted for assessment may not be returned to me and that I have retained a copy for my records. - I understand that until such time as the assessment grade has been ratified through internal and external quality assurance processes it is not final.						
Signature:		Jacqueline Towell			Date:	31/07/2019

Notes on candidate evidence matrices

Candidates should be encouraged to develop a matrix indicating how their evidence relates to each unit/module and learning outcomes/assessment criteria. This helps advisors and assessors to support candidates to draw links between units and encourage cross-referencing and the possible multi-use of evidence.

Evidence matrices can be developed using the unit/module and learning outcomes/assessment criteria, giving candidates an opportunity to link their evidence to each outcome.

Another approach is to have a more generic form where candidates list evidence and tick relevant boxes to show coverage.

Whatever approach is employed candidates should be encouraged to complete these forms themselves and not expect assessors to do this for them.