

Assessment: 5A IOP Contributing to Improving Organisational Performance

Name:

Learning Outcomes:

- 1 - Be able to provide information on performance management activity within an organisation.
- 2 - Be able to support line managers to deliver performance management activities within the organisation.
- 3 - Be able to assess the impact of performance management activities on organisational performance and make recommendations for enhancement.

Evidence to be produced:

- Learners should provide a portfolio (electronic) of evidence, with some basic referencing to show how evidence meets the criteria.
- Evidence should primarily be from work activities undertaken by the learner (i.e. work products) although this may be supplemented by other types of evidence, such as: observation, witness testimony, explanatory personal report, professional discussion (with an assessor), question and answer.
- Evidence provided for assessment should reflect, or clearly equate to, that stated in the evidence requirements sections below.

Evidence to be produced	Assessment Criteria	Pass/Refer	Feedback
• Explanation of organisations policies & procedures, and external information sources. • Materials from providing information to colleagues.	1.1 Explain performance management policies and processes in the organisation and the roles and responsibilities of those involved in them. 1.2 Explain key sources of information, including legislative information, which underpin performance management activities. 1.3 Provide timely and accurate information to colleagues regarding performance management activities.		

• Explanation of the types of support required • Materials from supporting managers' capability in performance management activities. • Notes/materials from working in conjunction with managers in the provision of performance and development reviews. • Confirmation from manager(s) that the learner's support was effective and met requirements.	2.1 Analyse the types of support line managers in the organisation need from HR, in relation to performance management activities. 2.2 Support line managers' capability to deliver performance management activities. 2.3 Work in conjunction with line managers in the provision of employee performance and development reviews.		
• Written evaluation with supporting materials. • Written recommendations.	3.1 Evaluate the organisation's approach to performance management, including employee performance and development reviews. 3.2 Assess the extent to which performance management processes support high performance working (HPW) and contribute to sustained organisational performance. 3.3 Recommend ways for developing performance management processes to enhance their impact on organisational performance.		

Summary comments

Assessor Signature _____ Date: