

CIPD Candidate Assessment Activity

Title of unit/s	Understanding Resourcing & Talent Planning		
Unit No/s	5KRTP		
Level	5		
Credit value	4		
Assessment method	Written responses to questions		
Learning outcomes:			
1 Know how to undertake core talent planning activities.			
2 Know how to attract and retain talent.			
3 Understand good practice in relation to organisational resourcing activities.			
Assessment brief/activity			Assessment Criteria
You are asked to provide written answers to each of the questions/tasks below:			
1. An employee is emigrating and asks you if the labour market trends of their destination country are the same as in the UK. Describe the key contemporary trends in both the UK labour market and in the labour market of any other country (of your choice).			1.1
2. A new HR assistant asks you to explain the following aspects of workforce planning:			1.2
• key principles of workforce planning			1.3
• tools used in workforce planning			
• how to develop a basic people plan, including succession planning.			
3. Your Director asks for your thoughts on how the organisation can attract the talented people it requires and ensure that these people stay with the organisation. Explain different approaches an organisation can take to both attracting and retaining talent, and the strengths and weaknesses of each approach.			2.1
			2.2
4. In preparation for input at a managers meeting*, summarise the following:			
• key aspects of good practice in relation to developing job descriptions, person specifications and competency frameworks			3.1
• different methods of recruitment and selection, and the strengths and weaknesses of each			3.2
• good practice in relation to dismissal, redundancy and retirement.			3.3
Evidence to be produced/required			
Witten responses equating to approximately 3000 words in total.			
All reference sources should be acknowledged correctly and a bibliography provided where appropriate (these should be excluded from the word count).			
*Note: There is no requirement for you to progress any of these tasks, (e.g. to provide input at a managers meeting), beyond the written response.			