



Ofqual QAN	<i>Sample</i>
Quartz ID	<i>Sample</i>
Qualification	Level 2 Diploma in Business

Unit ID	<i>Sample</i>
Assessment	The Role of HR
Assessment Type	Global Assignment
Assessment Cycle	<i>Sample</i>

HRM Report

SAMPLE Question Paper

Important notes

- Please refer to the Assignment Presentation Requirements for advice on how to set out your assignment. These can be found on the NCC Education *Campus*. Click on Policies and Advice in the left-hand menu and look under the Advice section.
- You must read the NCC Education documents 'What is Academic Misconduct? Guidance for Candidates' and 'Avoiding Plagiarism and Collusion: Guidance for Candidates' and ensure that you acknowledge all the sources that you use in your work. These documents are available on *Campus*. Click on Policies and Advice in the left-hand menu and look under the Policies section.
- You **must** complete the '**Statement and Confirmation of Own Work**'. The form is available on *Campus*. Click on Policies and Advice in the left-hand menu and look under the Policies section.
- **Please make a note of the recommended word count as stated in the brief. The maximum word count limit is the recommended work count plus 10% leeway. Submissions which exceed the maximum word count limit will be marked only up to the maximum word count limit. Any text that exceeds the maximum word count limit will not be marked. You must follow the note on word count as stated in the Submission Requirements section of the brief.**
- You must submit a paper copy and digital copy (on disk or similarly acceptable medium). Media containing viruses, or media that cannot be run directly, will result in a fail grade being awarded for this assessment.
- All electronic media will be checked for plagiarism.

Introduction

You are required to develop a HRM report for a fictional organisation of your choice (e.g., a small startup, a non-profit organisation, or a division of a larger corporation). This report should address the various HRM functions and demonstrate how they align with the organisation's goals.

Task 1 – 5 Marks

Introduction (200 words)

- a) Introduce the organisation, its mission, goals and its industry
- b) Explain the significance of HRM in achieving the organisation goals

Task 2 – 10 Marks

Role of HRM (300 words)

- a) Discuss the key functions of HRM within the organisation
- b) Explain how HRM influences the overall business activities and contributes to success

Task 3 – 15 Marks

Staff Performance Management (400 words)

- a) Describe the importance of managing staff
- b) Outline methods for setting clear targets and objectives for employees
- c) Discuss strategies for monitoring, tracking and recognising staff achievements

Task 4 – 10 Marks

Workplace Policies (300 Words)

- a) Outline workplace policies related to discipline, grievance procedures, and managing performance
- b) Discuss the importance of these policies in maintaining a positive work environment

Task 5 – 10 Marks

Performance Management Principles (300 words)

- a) Explain the principles of performance management and the importance of performance reviews
- b) Discuss how performance reviews will be structured and conducted within the organisation

Task 6 – 15 Marks

Recruitment and Selection Methods (400 Words)

- a) Outline the recruitment planning process, including identifying staffing needs and developing job descriptions
- b) Describe recruitment and selection methods (e.g., job postings, interviews, assessments)
- c) Discuss how you will develop an effective interview process

Task 7 – 15 Marks

Onboarding and Training (400 Words)

- a) Explain the onboarding process for new employees and its significance
- b) Outline how you will support the training and development of employees

Task 8 – 5 Marks

Conclusion (200 Words)

- a) Summarise the key elements of the HRM strategy
- b) Highlight the expected outcomes for both the organisation and its employees

Overall Structure, Presentation and Referencing – 15 Marks

Ensure your report is well-organised with clear sections, uses consistent formatting and visuals for clarity, and includes properly cited references from credible sources. Write concisely and avoid jargon to enhance readability. Include a complete reference list formatted according to NCC Education's submission requirements below.

Submission requirements

- You must submit a word-processed report.
- Your report should answer Tasks 1 to 8. The word count is TWO THOUSAND AND FIVE HUNDRED (2,500) words (+/-10%)
- All references and citations must use the Harvard Style.

Word Count

The word count for this assignment is **2500 words**. Pay careful attention to the mark allocation for each task so you don't spend too much time on any ONE (1) section.

You **MUST** state the word count in the header of your assignment and declare the number of words on your assignment cover sheet. You **MUST** confirm that you have not exceeded the stipulated word limit by more than 10%.

Any words written beyond the stipulated limit will not be read by the examiners; no marks will be awarded, and no feedback provided for any text beyond the prescribed limit.

In accordance with accepted academic practice, the notion of a word count includes the following without exception:

- All titles or headings that form part of the actual text. This does not include the fly (or cover) page or reference list
- All words that form the actual essay
- All words forming the titles for figures, tables, and boxes. However, this does not include the text within boxes, tables, or figures themselves
- All in-text (bracketed) references
- All directly quoted material

Candidate checklist

Please use the following checklist to ensure that your work is ready for submission.

Have you read the NCC Education documents 'What is Academic Misconduct? Guidance for Candidates' and 'Avoiding Plagiarism and Collusion: Guidance for Candidates' and ensured that you have acknowledged all the sources that you have used in your work? ☐

Have you completed the 'Statement and Confirmation of Own Work' form and attached it to your assignment? **You must do this.** ☐

Have you ensured that your work has not gone over or under the recommended word count by more than 10%? ☐