

## Undergraduate Diploma in Business Administration: Intake April 2023

<b>Assessment Task:</b> Written assignment based on chosen questions	
<b>Module:</b> <i>Human Resources Management</i>	<b>Tuition Centre:</b> 21 Academy <b>Licence Number:</b> 2018-017
<b>Level:</b> Award MQF Level 5	<b>Student Name:</b>
<b>Date:</b>	<b>Student Number:</b>
<b>Assignment Deadline:</b> 21 December 2023	
<p><b>Task</b> The purpose of this unit is to develop an understanding of a particular topic you will write about which forms part of Human Resource Management (HRM).</p> <p><b>Note</b> This assessment provides students with an opportunity to put into practice the relevant provisions in relation to the topic they choose to write about, forming part of one or more components of HRM.</p> <p><b>Note</b> <i>You should plan to spend approximately 20 hours researching the assignment question, preparing for and writing the assignment for assessment. The nominal word count for the assignment is 1,200 words. You are expected to use the Harvard referencing style.</i></p>	
<b>Choose 1 question from the following:</b>	
<p><b>Question 1:</b> Develop and explain the entire recruitment and selection process you would adopt to hire a waiter/server for a prestigious 5-star restaurant specialising in high-end clientele. Consider the various stages such as job analysis, writing job description and job specifications, recruitment strategies, screening processes, interviews, skills assessments, reference checks, and the subsequent training and onboarding process. Discuss the importance of each stage in selecting candidates who not only meet the technical requirements of the role but also contribute to maintaining the restaurant's reputation for unparalleled service in the competitive hospitality industry.</p> <p><b>Question 2:</b> In the context of organisational learning and development, envision yourself as a Human Resources consultant tasked with enhancing staff capabilities within a dynamic organisation. Discuss and explain the whole process of learning and development, considering training needs analysis, development of a training plan, learning styles and the different methods of training you will adopt to ensure that employees have the required, ongoing capabilities in their respective roles.</p> <p><b>Question 3:</b> Explain the performance management process and its significance within organisations, shedding light on its pivotal role in enhancing company performance. Additionally, evaluate the effectiveness of performance management practices in promoting employee engagement, professional development, and overall organisational success.</p>	
<b>Pass Mark - 50% of total weighted score of all assessment methods</b>	<b>Total Assignment Weighting - 55%</b>
<b>By submitting I confirm that this assessment is my own work</b>	
<b>Mark:</b>	<b>Signature:</b> <main assessor>
<b>Date</b>	<b>Signature:</b> <quality assurance>