

1.1 Assessment brief including criteria mapped to learning outcomes

There will be two summative assessments for this module.

- **Assessment 1:** Individual Recruitment and Selection Presentation (40%)
- **Assessment 2:** Essay with referencing (60%)

These summative assessments will be done in week 7/8 and week 13 of the module schedule.

You must achieve a minimum mark of 40% to pass the module and achieve 20 academic credits at Level 3. Your module mark is obtained by aggregating the individual marks for the two assessments.

Assessment 1: Individual Presentation (Weightage 40%, LO1, LO2, LO5)

Scenario

You are tasked with identifying and describing a business you want to recruit someone to. The Business should be a medium sized enterprise and should be fictitious company. You are a manager tasked with the responsibility for recruiting a new team member.

The Presentation be delivered face-to-face within 10-minutes.

Presentation

You are required to develop a job description, person specification, job advertisement for a fictitious organisation. You will give a 10-minute presentation in which a general description of the business (including location, number of employees and management structure) must be given. Your task is to develop a job description for a vacancy of your choice and provide a person specification as well as an application form.

After you present, you will be required to respond to questions posed by the examiner. You should upload your recruitment pack (PowerPoint Presentation) to Blackboard following your presentation taking into consideration any feedback received.

You must follow the structure detailed below.

1. Introduction to your presentation
2. Description of the business including location, number of employees and the management structure
3. 1 Job Description using the correct template (Assessments folder on Blackbaord)
4. 1 Person Specification using the correct template (Assessments folder on Blackbaord)
5. 1 Job Advert (Assessments folder on Blackbaord)
6. 1 Application Form taking into account relevant legislation
7. Conclusion
8. References

Assessment criteria

Criteria	Maximum Marks
1. Manner/Speech (e.g. relaxed, nervous. Spoke clearly, confidently and fluently, eye	10%

contacts)	
2. PPT slides layout, presentation format	10%
4. Content is relevant and is appropriate to the role being recruited to	40%
5. Application and analysis of theory	30%
6. Responds well to follow up questions	10%

Marking Scheme

100-80%	79-70%	69-60%	59-50%	49-40%	39-30%	29-0%
The work produced is exceptional in most/all aspects, substantially exceeding expectations for this level.	The work produced is of excellent quality, exceeding expectations for this level in many aspects.	The work produced meets all of the intended learning outcomes and exceeds the threshold expectations for this level in several of them.	The work produced meets all of the intended learning outcomes and exceeds the threshold expectations for this level in some of them.	The work produced meets all of the intended learning outcomes at, but rarely exceeding the threshold expectations for this level.	The work produced fails to meet all of the intended learning outcomes and is marginally inadequate for this level.	The work produced fails to meet all of the intended learning outcomes and is inadequate for this level.

Assessment 2: Individual Essay (Weightage 60%, LO2, LO3, LO4)

Task

Write an individual essay of 1500 words on **only one** of the following. Choose one topic from the four options below.

- Discuss theories of motivation and how to apply them in the modern workplace.
or
- Evaluate how Leadership styles will have to adapt to manage the millennial generation.
or
- Discuss the value and importance of employee induction in the modern workplace.
or
- Examine effective recruitment and selection practice in the 21st century

Date/time/method of submission: Week 13 via Turnitin by 11:59 pm on submission date.

Assessment criteria

Assessment Criteria	Maximum Marks
Introduction	10%
Description of Relevant Theories	30%
Analysis	30%
Conclusion and Recommendations	20%
Coherence, Presentation, and Referencing (quality sources and Harvard style)	10%

Marking Scheme

100-80%	79-70%	69-60%	59-50%	49-40%	39-30%	29-0%
The work produced is exceptional in most/all aspects, substantially exceeding expectations for this level.	The work produced is of excellent quality, exceeding expectations for this level in many aspects.	The work produced meets all of the intended learning outcomes and exceeds the threshold expectations for this level in several of them.	The work produced meets all of the intended learning outcomes and exceeds the threshold expectations for this level in some of them.	The work produced meets all of the intended learning outcomes at, but rarely exceeding the threshold expectations for this level.	The work produced fails to meet all of the intended learning outcomes and is marginally inadequate for this level.	The work produced fails to meet all of the intended learning outcomes and is inadequate for this level.

For guidance on online submission of assignments, including how to submit and how to access online feedback, please refer to the UWL Blackboard student-help pages at:uwl.ac.uk/blackboardhelp