

Undergraduate Diploma in Business Administration: Intakes January to November 2025

Assessment Task: Written assignment based on chosen questions	
Module: <i>Human Resources Management</i>	Tuition Centre: 21 Academy Licence Number: 2018-017
Level: Award MQF Level 5	Student Name:
Date:	Student Number:
Assignment Deadline: 2 January 2026	
<p>Task The purpose of this unit is to develop an understanding of a particular topic you will write about which forms part of Human Resources Management.</p> <p>Note 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 Human Resources Management.</p> <p>Note 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. You are expected to use the Harvard referencing style. Make sure to go through the Assignment Guidelines made available in the course resource centre.</p>	
<p>Choose 1 question from the following:</p> <div style="margin-bottom: 10px;"> ☐ Question 1: Human Resource Management (HRM) is central to organisational performance because it focuses on developing and managing the workforce. For this task, you are required to: <ol style="list-style-type: none"> 1. Describe the major responsibilities of HRM and explain how these activities support and reinforce the overall goals of an organisation. 2. Analyse the strategic contribution of HRM. In your discussion, explain how effective HRM practices can help an organisation build and maintain a competitive edge. 3. Examine the fundamental operational areas within HRM, such as staffing, learning and development, managing employee performance, reward management and maintaining healthy employee relations. 4. Discuss three significant contemporary challenges encountered by HR practitioners. Evaluate the implications of these challenges for organisations and suggest practical ways to address them. Use examples from actual organisations and draw on recognised HR theories, ensuring all sources are properly cited. </div> <div> ☐ Question 2: You are the HR Manager of a medium sized company. One of your tasks is to redesign the recruitment and selection framework of a medium-sized organisation which is experiencing difficulties in sourcing qualified applicants and retaining new employees. For this assignment, you should: <ol style="list-style-type: none"> 1. Differentiate between the concepts of recruitment and selection and explain why both processes are essential in meeting organisational workforce requirements. 2. Develop a detailed recruitment plan that incorporates internal and external approaches. Provide justification for the methods you recommend, taking into consideration the organisation's size, industry, and talent needs. 3. Propose a clear, step-by-step selection procedure, including shortlisting, interviews, and assessment activities. Identify at least three selection tools and evaluate their effectiveness. </div>	

4. Identify issues that may arise during recruitment and selection, such as fairness, legal compliance, or the candidate experience. Recommend actionable solutions to reduce these risks.
5. Describe how you can enhance the level of employee motivation and engagement as part of your retention strategy.

Support your discussion with examples from real organisations and cite appropriate HR theories and credible references.

Question 3:

Provide a detailed explanation of how learning and development processes function within an organisational environment. Your assignment should cover:

1. Introduction: Define learning and development (L&D) and explain why they are important for organisational growth and individual career progression.
2. Core Concepts of Learning and Development:
 - Describe the main goals and principles that guide L&D.
 - Outline the stages involved in the L&D cycle and discuss commonly used practices.
 - Provide an overview of two learning theories and illustrate—through practical examples—how training initiatives can be designed using these theories.
3. Training Needs Analysis (TNA):
 - Define what a TNA is and explain its purpose.
 - Describe the key steps in conducting a TNA and how it helps in planning targeted learning interventions.
4. Designing a Training Plan:
 - Explain the essential components of a training plan (such as learning objectives, methodologies, required resources, and evaluation measures).
 - Discuss why aligning the plan with organisational goals and employee needs is critical.

Use evidence from real organisations, integrate relevant theoretical perspectives, and reference authoritative HR sources.

Pass Mark - 50% of all the module's weighted assessment methods.	Total Assignment Weighting - 55%
By submitting I confirm that this assessment is my own work	
Mark:	Signature: <main assessor>
Date	Signature: <quality assurance>