

# Assessment Brief

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## Unit and Assessment Details

Course Title: HND Business  
Unit Name: Human Resource Management  
Unit Number: 21  
Assessor: Salman Ahmad  
Internal Verifier: Bilal Ahmad  
Assessment Title: Introduction and practices of HRM  
Assessment Method: Report  
Assessing in: Individual  
Number of Words/Pages: 10 pages (Maximum Limit)  
Outcomes Covered: 1  
Issue Date: 10/05/2011  
Pre-submission Date: 21<sup>st</sup> and 22<sup>nd</sup> May, 2011  
Due Date: 25/05/2011

## Statement of Authenticity:

College No.	Learner Name	Learner Signature
<i>Learner's Declaration: I confirm that the work submitted for this assignment is my own.</i>		
		<i>Date</i>

## Outcomes Covered:

Outcome	Description
1	Investigate the traditional view of personnel management and the new approach of human resource management

## Assessment Tracker:

1.1	1.2	1.3	M1	M2

*NOTE: Attach this page as first page of your report*

## **Purpose and Aim**

Purpose of this assignment is to equip students with the insights of HRM, analyze the practical aspects of HRM. This assignment will develop the analytical skills of the students, give them confidence of meeting the managers in organizations, developing questionnaires and a coherent document on the areas of study through different sources of information (internet, books and any other resources).

## **Scenario**

Select one organization from the list given below. Suppose you are the HR consultant for this company. Company is considering the idea of establishing an HR Department to manage its employees efficiently and effectively while at the same attain maximum employee satisfaction and loyalty.

- Pearl Continental Hotel
- Imperial Stores Head Office
- Organizations and Companies in the Hayatabad Industrial Estate
- Pepsi Co. (Hayatabad Industrial Estate)
- TCS
- Pakistan Post Office
- Air Blue
- Pakistan Tobacco company

## **Suggested Reading(s)**

- HND course book of HRM
- Human Resource Management by Garry Dessler (Any edition)

## Tasks

1. Explain *in your own words* the historical development of personnel and human resource management; also differentiate between personnel and human resource management. **Use at least two sources for your research.**

*Assessment Criteria 1.1*

2. Use your work and personal contacts (available at your disposal) to obtain a copy of a job / role description of an **HR Manager**. (Alternatively you can interview people who work in some capacity/position in different organizations for their observations/findings regarding the job / role description of HR Manager). Such a document may be available – without breaching organizational confidentiality - as part of a job application package, on a careers/recruitment website, on a corporate internet or intranet site, or via your own business contacts. (sample job descriptions are attached)

Once you have the required document / findings, assess and report:

- The objective/outcomes of the role, as stated in the description.
- The tasks, activities and responsibilities set out in the description.
- Any relationships with other roles in the organization which are mentioned.

*Assessment Criteria 1.2*

3. A good working relationship between HR Manager and Line manager, based on shared responsibility, is very healthy for an organization. A line manager is responsible for accomplishing the objectives of an organization on the ground through subordinates. Higher focus of line managers on HR issues means smaller size of HR department. You are required to compare the roles of line managers in two selected organizations, and give recommendations.

*Assessment Criteria 1.3*

## Grading Criteria

### Pass

1.1	Distinguish between 'personnel management' and 'human resource management' and discuss the historical development and changing context in which they operate
1.2	Assess the role, tasks and activities of the human resource practitioner
1.3	Evaluate the role and responsibilities of line managers in human resource practices

### Merit

<b>M1</b> Concerned people, HR managers / HR practitioners interviewed for the completion of the aforementioned tasks (evidence in the form of verified manuscript of the interview should be attached)
<b>M2</b> A range of sources of information have been used in the completion of the given tasks.

### General Instructions:

- The copy of this assignment brief should be attached with the assignment as annexure
- Proper referencing should be given in APA or Harvard referencing Style.
- Visits need to be made to the organizations, meeting the respective manager, the college will provide you with the reference letter for the project and the manager is welcome to contact the administration at the college.
- The font size should be "12" Times New Roman.
- Table of contents should have a correct list of page numbers
- The Assignment should have a cover page that has assignment title, assignment number, course title, unit title, lecturer / tutor name and student's name.
- Ensure that statement of authenticity has been **signed**
- Ensure that most of the data comes through primary data collection

## Plagiarism Policy

Copying material from various sources without properly acknowledgment will be considered as plagiarism. Various other forms of plagiarism are copying, paraphrasing and rewriting somebody else's ideas or work in your own words. The college has strict penalty for plagiarism and the assignment will be cancelled if the assignment is found to be plagiarized.

### Feedback to Learner:

<b>Criteria</b>	<b>Feedback to Learner (Evidence presented against the published criteria)</b>
<b>General Comments</b>	

Internal Verifier

Assessor