

**Using information in HR (UIN) assessment brief**

CIPD learning outcomes and assessment criteria

The following table sets out the CIPD learning outcomes and associated assessment criteria:

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| **Learning outcomes**  The learner will: | **Assessment criteria**  The learner can: |
| 1. Understand the research process and different research approaches. | * 1. Summarise the stages of the research process and compare different data collection methods. |
| 1. Be able to conduct a critical review of information sources in an area of HR/business practice and analyse the findings. | * 1. Identify an area of HR practice for investigation. |
| * 1. Conduct a critical review of different information sources relevant to the chosen area of HR/business practice. |
| 1. Be able to draw meaningful conclusions and evaluate options for change. | * 1. Draw meaningful conclusions from the review and make justified recommendations for improvements in practice. |
| 1. Know how to deliver clear, business-focused reports on an HR issue. | * 1. Formulate a business report for identified stakeholders that includes an appropriate mix of diagrammatic and narrative formats. |

**Assessment activity**

HR research project report

Writing this research project report will allow you to demonstrate all of the assessment criteria for UIN. Your word count for the report is **3250** words (+/- 10%). You must submit assessment activity 1 on the document **UIN assessment template**.

Your briefing document should include a list of cited references along with a bibliography of sources consulted but not specifically mentioned.

Your references and bibliography as well as all the grey highlighted words in your template are **excluded** from your word count.

You are required to plan and undertake a research project for an organisation of your choice that you are familiar with and create a report. Your response should include:

Context

* A description of the research project and issue under investigation with justification for your choice. (2.1)

Planning

* Identification of the at least three key stakeholders and why and how they might be interested in or affected by this study. (4.1)
* Specify at least two key methods of collecting the relevant primary data for your chosen project and their relative strengths and weaknesses. (1.1, 2.2)
* Specify at least two key sources of secondary research and evaluate their contribution to the study. (1.1, 2.2)
* Create a project plan for conducting the research setting out the key stages of the research process. (1.1)

Research activity and findings

* Choose one primary research activity you have planned and conduct the research.
* Write your findings report setting out:
* In brief what research activity you did and why
* Your research findings – presented appropriately for your stakeholders using two or more diagrammatic formats along with your commentary (4.1)
* Your conclusions (3.1)
* Your recommendations for change to the project stakeholders (3.1)
* Start thinking of your choice of topic early on; discuss your ideas with your manager and your DPG facilitator to check that the topic and scope of your research proposal will meet the assessment requirements.
* If you are not working in an organisation, you can base your research around City College. Familiarise yourself with them on the LMS to identify a problem and then choose your related research proposal.
* Please use the ‘UIN assessment template’ to submit your report. You can adapt the template to include your organisation’s logo/house style etc. but you should keep to the format as this will help ensure you include all the key elements.
* You may present the project plan element of this assessment activity as a diagram such as a Gantt chart if you wish.
* Remember references to back up your findings are expected.
* There are a lot of elements to include in this assessment, so be sure to check you have provided evidence for all the assessment criteria before you finalise your work.