



## Unit 46 : Developing Individuals, Teams and Organizations

### Assignment Brief

Student Name/ID Number	
<b>Unit Number and Title</b>	<b>Unit 46: Developing Individuals, Teams and Organizations</b>
Academic Year	2022-2023
Unit Tutor	Dr Arbela Grace B. Espina
Unit Assessor	Dr Arbela Grace B. Espina
<b>Assignment Title</b>	<b>Factors Involved in diagnosing the skills, training and development requirements for the future employees and their individual career goals</b>
Issue Date	October 5, 2022
Hand in Deadline	December 12, 2022
Submitted On	
<b>Submission Format</b>	
The submission format in this assignment should be a summative report with proper headings.	
<b>Unit Learning Outcomes</b>	
By the end of this unit a student will be able to: <b>LO1</b> Appraise the use of high-performance working (HPW) and culture in supporting sustainable business performance <b>LO2</b> Evaluate the ways in which performance management can support high-performance culture and commitment <b>LO3</b> Review the factors to be considered when planning training and development activities in an organisation <b>LO4</b> Design a personal and professional development career plan for a named job role, based on reflection and evaluation.	
<b>Transferable skills and competencies developed</b>	



1. **Critical analysis Skills**
2. **Research Skills**
3. **Writing Skills**

#### **Vocational scenario**

You are working as an associate to the HR in a reputable organization in UAE. The organization wants to continue to be successful and more than that, wanted to be a model of sustainable and competitive organization which is modelled by other organizations in UAE belonging to the same industry.

#### **Assignment activity and guidance**

### Task 1

You are required to make an appraisal of the use of high-performance working ( HPW) and culture in supporting sustainable business performance. You are also required to evaluate the ways in which performance management can support high performance culture and commitment. And, review the factors to be considered when planning training and development activities in the organization of your choice.

To do this

1. You have to choose a real organization to study and make a review on how HPW contributes to employee engagement and improved sustainability of its business performance, analyse the benefits of applying, HPW with justifications for a specific organization to support its successful sustainable performance.
2. Define what is performance management and evaluate the different approaches to it and how they support high performance culture and commitment. You are required to provide specific examples here. Then, critically evaluate the effectiveness of the different approaches to performance management and how they can support High performance culture and commitment
3. Identify and evaluate the factors to be considered when implementing training and development to maintain a competitive advantage. Then critically evaluate these factors to be considered when planning training and development, again with supporting specific examples.
4. You then synthesize the knowledge and information to make appropriate judgement on how HPW supports improved employee engagement, commitment and competitive advantage.

### Task 2

Given that you already have an idea how a high-performance organization works, you now need to design a personal and professional career plan for a particular job role, based on your reflection and evaluation. This job role should be existing in an HPW organization.

To do this,



### Recommended Resources

*Please note that the resources listed are examples for you to use as a starting point in your research – the list is not definitive.*

Pearson Levels 4 and 5 Higher Nationals in Business  
Specification – Issue 3 – January 2022 © Pearson Education Limited 2021430  
Recommended Resources

#### Textbooks

COTTRELL, S. (2015) Skills for Success: Personal Development and Employability. 3rd Ed. London: Macmillan.

MEE-YAN, C-J. and HOLBECHE, L. (2015) Organizational Development: A Practitioner's Guide for OD and HR. London: Kogan Page.

TAYLOR, S. and WOODHAM, C. (2016). Human Resource Management – People and Organisations. London: CIPD.

TAYLOR, S. and WOODHAM, C. (2016). Studying Human Resource Management. 2nd Ed. CIPD.

TROUGHT, F. (2017) Brilliant Employability Skills: How to stand out from the crowd in the graduate job market. 2nd Ed. Harlow: Pearson.

#### Websites

[www.businessballs.com](http://www.businessballs.com) Business Balls  
Performance management  
(General reference)

[www.hrmagazine.com](http://www.hrmagazine.com) Human Resources Magazine  
(General reference)

[www.thebalancecareers.com](http://www.thebalancecareers.com) Balance Careers  
Performance management  
(General reference)

## Learning Outcomes and Assessment Criteria

Pass		Merit	Distinction
LO1 Appraise the use of high-performance working (HPW) and culture in supporting sustainable business performance			LO1, LO2 and LO3 D1 Synthesise knowledge and information to make appropriate judgements on how HPW supports improved employee engagement, commitment and competitive advantage.
P1 Review how HPW contributes to employee engagement and improved sustainable business performance for a specific organisation	M1 Analyse the benefits of applying HPW, with justifications for a specific organisation to support successful sustainable business performance.		
LO2 Evaluate the ways in which performance management, can support high-performance culture and commitment			
P2 Evaluate different approaches to performance management and how they support high-performance culture and commitment, giving specific examples.	M2 Critically evaluate the effectiveness of different approaches to performance management and how they support high-performance culture and commitment.		
LO3 Review the factors to be considered when planning training and development activities in an organisation			

P3 Evaluate the factors to be considered when implementing training and development to maintain a competitive advantage.	M3 Critically evaluate the factors to be considered when planning training and development, supported by specific organisational examples.	
LO4 Design a personal and professional development career plan for a named job role, based on reflection and evaluation.		<b>D2</b> Create a detailed and coherent personal and professional plan, based on insightful reflection and critical evaluation of audits conducted.
P4 Determine appropriate personal and professional knowledge, skills and behaviours required for a specific job role.	M4 Design a detailed personal and professional development plan that incorporates the CPD cycle.	
P5 Produce a personal and professional development plan for a specific job role, informed by reflective practice and evaluation.		

### Glossary of academic words used in this assignment

Analyze	Learners present the outcome of methodical and detailed examination either: <ul style="list-style-type: none"> <li>• breaking down a theme, topic or situation in order to interpret and study the interrelationships between the parts and/or</li> <li>• of information or data to interpret and study key trends and interrelationships.</li> </ul>
Create	Skills to make or do something, for example a display or set of accounts.
Critically Evaluate	As with evaluate, but considering the strengths and weaknesses, arguments for and against and/or similarities and differences. The writer should then judge the evidence from the different perspectives and make a valid conclusion or reasoned judgement. Critical evaluation not only considers the evidence above but also the strength of the evidence based on the validity of the method of evidence compilation.
Design	Plan and presentation of ideas to show the layout/function/workings/object/system/process
Determine	Find out, decide, e.g. what is relevant. To find a solution by following a set of procedures or to obtain a numerical value by carrying out a series of calculations
Evaluate	Make a qualitative judgement taking into account different factors and using available knowledge/experience/evidence
Produce	To bring into existence. Give rise to by intellectual or creative ability: to make or manufacture
Review	Learners make a formal assessment of work produced. The assessment allows learners to: <ul style="list-style-type: none"> <li>• appraise existing information or prior events</li> <li>• reconsider information with the intention of making changes, if necessary.</li> </ul>

### Instructions

1. An electronic copy of your assignment must be submitted on or before the due day.
2. STUDENT ASSESSMENT SUBMISSION AND DECLARATION should be filled and added to your assignment file.
3. You must submit one single PDF or MS Office Word document. Any relevant images or screenshots must be included within the same MS Office Word or PDF document
4. Clearly indicate tasks number in your assignment
5. Ensure that all work has been proof-read and checked prior to submission
6. Ensure that the layout of your documents is in a professional format
7. Ensure citation and referencing is as per Harvard referencing style.
8. Check your work for plagiarism. The College has strict penalty for plagiarism and the assignment will be cancelled if the assignment is observed for this.
9. Ensure that any file you upload is virus-free and not corrupted
10. For any project/assignment that requires visit to organization, the college will provide a reference letter addressed to the manager of the organization. Please contact the administration at the college for the letter.

### **STUDENT ASSESSMENT SUBMISSION AND DECLARATION**

When submitting evidence for assessment, each student must sign a declaration confirming that the work is their own.





<b>Student name:</b>		<b>Assessor name:</b> <b>Dr Arbela Grace B. Espina</b>	
<b>Issue date:</b> <b>October 5, 2022</b>	<b>Submission date:</b> <b>December 12, 2022</b>	<b>Submitted on:</b>	
<b>Programme:</b> <b>Pearson BTEC Level 5 Higher National Diploma in Business</b>			
<b>Unit: 46</b> Developing Individuals, Teams and Organizations			
<b>Assignment number and title:</b> Factors Involved in diagnosing the skills, training and development requirements for the future employees and their individual career goals			

### Plagiarism

Plagiarism is a particular form of cheating. Plagiarism must be avoided at all costs and students who break the rules, however innocently, may be penalised. It is your responsibility to ensure that you understand correct referencing practices. As a university level student, you are expected to use appropriate references throughout and keep carefully detailed notes of all your sources of materials for material you have used in your work, including any material downloaded from the Internet. Please consult the relevant unit lecturer or your course tutor if you need any further advice.

### Learner's Declaration



I certify the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice

Learner's Signature:

Date: