Assessment ID/CIPD_3CO02_23_01
Principles of analytics

The assessment has been developed to enable you to evidence achievement of the learning outcomes and assessment criteria for 3CO02 *Principles of analytics*.

Each of the learning outcomes (LO) and assessment criteria (AC) for the assessment must gain a pass outcome for you to successfully achieve the unit.

Preparation for the assessment

Before you begin the assessment, please access and complete the **topic essentials videos**, **activities**, and the **assessment guide video** available via your MOL virtual learning environment (VLE).

Completing the assessment

- The assessment contains a series of tasks/questions which are clearly referenced to the relevant assessment criteria.
- Refer to the generic grade descriptor grid at the end of the assessment which outlines the requirements.
- Evidence must be provided in the main body of the assessment document. If appendices are included, these will not be marked or moderated; however, they may be reviewed by your assessor.
- The assessment must be completed in a professional manner (eg applying business conventions for writing formal reports) and by using Microsoft Word.
- The assessment must be saved as a Word document (.doc or .docx) and not in a PDF format. Unless another format is requested within the brief, eg PowerPoint.
- An appropriate referencing system (Harvard referencing is recommended) must be used to ensure the original source(s) of quotations or models can be verified.
- You must sign the Learner Authenticity statement (a photo or scan of your signature is acceptable).

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Please write clearly in block capitals.

Centre name and number	**MOL - 531**
Learner CIPD membership number	88182876
Learner surname	Jahlan
Learner other names	Dana
Unit code and title	3CO02 Principles of analytics
Assessment ID	CIPD_3CO02_23_01
Assessment start date	**To be completed by the centre**
Assessment submission date	**To be completed by the centre**
First Assessment re-submission date for centre marking (if applicable)	**To be completed by the centre**
Second Assessment re-submission date for centre marking (if applicable)	**To be completed by the centre**
Declared word count	2,141
Assessor name	Simon McCarrick
Assessor signature	
IQA name (if applicable)	
IQA signature (if applicable)	

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» DECLARATION OF AUTHENTIFICATION

Declaration by the learner (this box must be signed—not typed—or your assessment will not be accepted)

Learner name	Dana		
Learner statement of authenticity	**I can confirm that this assessment is all my own work and, where I have used materials from other sources, they have been properly acknowledged.**		
Standardisation	I am aware my assessment may be chosen for standardisation purposes on the understanding that the content will be anonymised.		
Signed	*Dana (signature)*	**Date**	28/11/2023

Declaration by the centre

Centre statement of authenticity	On behalf of the centre, I confirm that the above mentioned learner is registered at the centre on a CIPD programme of study. **I confirm that** • **the learner's work was conducted under the conditions laid out by the assessment brief** • **I am satisfied that, to the best of my knowledge, the work produced is solely that of the learner**		
Name	Simon McCarrick	**Role**	Centre
Signed		**Date**	06/12/2023

» GUIDELINE WORD COUNT AND EXPECTATIONS

Your word count allowance is specified against each task. There is a +/-10% allowance on this word count and you must not exceed this. If you exceed the word count, your work will be returned to you. The bibliography or list of references is not included in the total word count.

You must demonstrate within the submitted evidence (through headings and sub-headings) which learning outcomes and assessment criteria have been cited. CIPD will be unable to moderate your work if this is not included.

Expectations are set out in the marking descriptor grid which you will find at the end of this document, you must pass all learning outcomes to successfully achieve this unit.

This unit looks at how people professionals make both straightforward and complex choices as they perform their roles. It focuses on how utilising a diverse range of analytics and evidence is essential to the rationalisation and enhancement of working practices and situational decision-making to create value.

» BRIEFING PAPER

The People Practice team has been asked to contribute to the company's annual learning and development event where each department presents an area of good practice. Your manager thinks this will be an excellent opportunity for the department to showcase how evidence-based practice and analytics are used by the people function to inform sound decisions. In readiness for this event, you are required to produce a briefing paper comprising two sections.

» *SECTION ONE*

For section one, the briefing paper needs to

- explain what evidence-based practice is and how it might be applied within an organisation (AC 1.1)

- explain the importance of using data in organisations and why it is necessary to ensure that data is accurate when determining problems and issues (AC 1.2)

- explain the different types of data measurements used by people professionals (AC 1.3)

- explain how the application of agreed policies and procedures informs decisions (AC 1.6)

- explain how people professionals create value for people, organisations and wider stakeholders (AC 2.1)

- summarise the ways in which you can be customer-focused and standards-driven in your own context (AC 2.2)

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For section two, you are required to provide a practical working example of how the People Practice team examines, interprets and presents the findings of data in different diagrammatical formats.

Table 1 – Leavers' data

(please double click on the icon to open the table)

Leaver data.xlsx

Table 1 above shows the number of employees leaving the organisation over a yearly period. You are required to conduct common calculations to interpret data (AC 1.4) by completing the following:

- Calculate the overall number of leavers and show as a percentage the different reasons for employees leaving

- Work out the average length of service in each team and rank this in ascending order

Present your findings using **two** different diagrammatic forms so it can be easily understood by end users. From analysis of the findings, comment on any issues that might be revealed in the data and recommend potential solutions. (AC 1.5)

Your evidence must consist of

- **briefing paper**
    – Section 1 – 1,500 words +/- 10%
    – Section 2 – 500 words +/- 10%

INSERT YOUR BRIEFING PAPER IN THE SPACE PROVIDED BELOW.

Introduction

Evidence-based practices assist the companies to work effectively on the project and if any problem arises in the project, it also assists in dissolving it. These practices are helpful for HR frameworks, IT divisions, outer compensation overviews, and other important information vaults to drive informed decision-making in regions concerning HR, the ability of the board, and authoritative turn of events.

Evidenced-based practice and its application in an organisation (AC 1.1)

Evidence-based practice includes utilizing a blend of critical thinking and the most dependable evidence that anyone could hope to find to illuminate decision-making and activities inside an association. According to Aschbrenner *et al.* (2021), it rotates around making decisions based on a strong underpinning of sound information and exact evidence as opposed to exclusively depending on private encounters, stories, or intelligence, which can be emotional and problematic all alone. Concerning people analytics inside an association, evidence-based practice involves utilizing information from different sources (Marya*et al.* 2022). By taking on an evidence-based approach, associations can bridle the force of information to:

Inform Decision-Making: Base decisions connected with enrollment, worker commitment, preparing, and execution assessments on dependable evidence and information bits of knowledge as opposed to premonitions or episodic encounters.

Predictive Analysis: Utilize predictive analytics to gauge future patterns, distinguish likely issues or regions for development, and proactively execute techniques to address them.

Drive Authoritative Change: Utilize bits of knowledge from people analytics to drive key hierarchical changes. For example, distinguishing connections between worker commitment and efficiency can direct initiatives pointed toward further developing working environment fulfilment.

Evaluate Effectiveness: Consistently screen and evaluate the adequacy of HR initiatives, policies, and projects by investigating important information, taking into consideration changes and enhancements based on evidence.

Organizations ought to zero in on gathering top-notch information, apply evidence-based practice successfully, examine it thoroughly and coordinate it into decision-making processes. This includes encouraging a culture that values information-driven decision-making, putting resources into instruments and innovations for information assortment and analysis, and fostering the abilities of HR experts to successfully decipher and use information. Besides, it's significant to join different wellsprings of evidence — like quantitative information, subjective experiences, well-qualified sentiments, and scholarly exploration — to acquire a complete comprehension and settle on very educated choices that have a higher probability of progress.

Significance of using data in organisations (AC 1.2)

In contemporary business landscapes, data fills in as the foundation for informed decision-making, vital preparation, and in general hierarchical achievement. The significance of involving data in associations couldn't possibly be more significant because of a few key reasons. As stated by Rudman (2020), data-driven decision-making permits associations to move past instinct and emotional conclusions, empowering pioneers to put together their techniques and activities concerning substantial evidence. Solid data enables supervisors to understand market patterns, client conduct, and functional efficiencies precisely. This information helps with distinguishing open doors for development, expecting difficulties, and adjusting methodologies to changing

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business conditions. Besides, data gives an establishment to predictive analysis, empowering associations to conjecture future patterns and expected issues. According to Narwane *et al.* (2021), at the point when data is

mistaken or inadequate, associations risk confusing circumstances, making inaccurate presumptions and thus executing defective arrangements. This can prompt squandered resources, botched open doors, and unfavourable business results. Moreover, ensuring data precision is pivotal in light of multiple factors:

Reliable Insights: Exact data gives solid experiences, empowering associations to pursue informed choices based on trustworthy data instead of imperfect or deceiving data.

Enhanced Decision-Making: Exact data prompts more exact decision-making, permitting associations to resolve basic issues successfully and carry out designated arrangements.

Credibility and Trust: Dependable data upgrades the credibility of authoritative bits of knowledge, cultivating trust among partners, financial backers, clients, and representatives.

Organizations can **focus on data quality** through powerful data administration practices to guarantee data exactness. As per the view of Mahadeen *et al.* (2021), this includes laying out clear data assortment processes, guaranteeing data is caught reliably, checking its credibility, and consistently approving and refreshing databases.

Various types of data measurements that people professionals use (AC 1.3)

People experts use different kinds of data measurements to check, examine, and decipher data urgent for human resources the board and decision-making inside associations.

Quantitative Data: This sort of data includes mathematical measurements and factual analysis. In HR, quantitative data incorporates measurements like worker turnover rates, execution scores, non-attendance rates, and compensation figures (Aghimien *et al.* 2021). Quantitative data gives quantifiable bits of knowledge into patterns, considering objective appraisals and examinations.

Qualitative Data: Not like quantitative data, qualitative data is descriptive and subjective, zeroing in on suppositions, discernments, and encounters. In HR, qualitative data envelops representative criticism, overview reactions, interview records, and perceptions (Ren and Jackson, 2020). It offers rich relevant data, giving further bits of knowledge into representative opinions, inspirations, and hierarchical culture.

Descriptive Data: Descriptive data sums up and portrays the qualities of a populace or peculiarity. In HR, this could incorporate segment data like age, orientation, instructive foundation, and occupation jobs (Alkatheeri *et al.* 2020).

Diagnostic Data: Diagnostic data dives into understanding the explanations for specific results or patterns. In HR, diagnostic data could include breaking down purposes behind the representative steady loss, distinguishing reasons for low efficiency, or exploring factors influencing work environment fulfilment. It assists in relating to establishing causes and possible mediations.

Predictive Data: Predictive data includes gauging future patterns or results based on authentic data and measurable models. In HR, predictive analytics could be utilized to figure out representative turnover rates, foresee expertise holes, or expect enlistment needs. It helps with proactive preparation and decision-making.

Prescriptive Data: Prescriptive data proposes activities or arrangements based on predictive bits of knowledge. In HR, prescriptive analytics could prescribe explicit mediations to further develop representative commitment, upgrade the ability of the board methodologies, or improve execution based on predictive models and diagnostic analysis.

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The application of agreed policies and procedures informs decisions (AC 1.6)

The utilization of agreed policies and procedures fills in as a foundation for informed decision-making inside associations. These laid-out rules and systems assume a critical part in directing activities, standardizing processes, and guaranteeing consistency across different capabilities and levels of an association.

Structured Decision-Making: Agreed policies and procedures give a structured system to decision-making. As stated by Tabe-Ojong (2022), by framing bit-by-bit rules and conventions, they offer a methodical way to deal with handling different circumstances and issues. For example, in HR, policies connected with enlistment, execution assessment, and disciplinary activities offer clear rules that illuminate decision-making processes.

Compliance and Risk Management: Policies and procedures are intended to line up with legitimate necessities, industry standards, and authoritative qualities. As per the view of Aghimien *et al.* (2022), complying with these rules guarantees compliance with guidelines, limiting lawful risks related to resistance.

Consistency and Fairness: Adherence to laid-out policies guarantee fairness and value in hierarchical decisions. They forestall inconsistent or one-sided decision-making, advancing consistency and fairness across workers or partners. Consistency fabricates trust among workers and partners by showing a pledge to fair treatment.

Evaluation of how people professionals create value for people, organisations and wider stakeholders (AC 2.1)

Individual experts, especially those in HR , make significant worth across different aspects of individuals, associations, and more extensive stakeholders by assuming crucial parts in ability management, organizational development, and cultivating positive work environment conditions.

Individual Development: HR experts work with the development and development of individuals inside associations. According to McGregor (2020), HR plan and execute preparing programs, mentorship drives, and professional development plans, enabling representatives to upgrade their abilities and capacities.

Organizational Effectiveness: HR experts contribute altogether to upgrading organizational effectiveness. HR plan and carry out systems connected with enlistment, onboarding, and maintenance, guaranteeing a talented and propelled labour force. As per the view of Oudshoorn *et al.* (2023), HR likewise encourages a positive work culture, advances variety and incorporation, and executes powerful execution assessment frameworks. These endeavours straightforwardly influence efficiency, representative engagement, and maintenance, thus adding to organizational achievement and efficiency.

Stakeholder Engagement: HR experts act as facilitators in encouraging positive connections between workers, management, and outer stakeholders. HR ensures successful correspondence channels, resolves clashes, and adjusts organizational objectives to stakeholder interests. By advancing a cooperative workplace and tending to stakeholder concerns, HR experts add to amicable connections and support business organizations.

The ways in which individuals can be customer-focused and standards-driven (AC 2.2)

People can endeavour to be customer-centred and standards-driven by focusing on the accompanying approaches:

Customer-Centric Approach: People can focus on understanding and addressing the necessities of customers or end-clients. This includes effectively paying attention to their criticism, examining their inclinations, and fitting arrangements or administrations to address their particular necessities (Albert and Tullis, 2022). By consistently looking for ways of upgrading their experience, individuals expect to construct enduring connections and enduring.

Adherence with Standards: Individuals can comply with laid-out standards, rules, and best practices pertinent to their field or industry. Whether it's consenting to industry guidelines, following organizational protocols, or complying with quality benchmarks, people can ensure that their work lines up with perceived standards.

Conclusion

People professionals play a major role in the development of companies therefore, various companies focus on

the development of ideas that are provided by the companies. The current study describes how the companies can work on the development of ideas so the business can effectively grow in the current competitive market. Furthermore, HR plays a significant role in the growth of the company as they arrange staff of the company. The report describes how HR can improve their work. This devotion to standards keeps up with consistency, dependability, and quality in the expectations or administrations.

1587 Words.

»	*SECTION TWO*

The different reasons for employees leaving (AC1.4), (AC 1.5)

Figure 1: Percentage-wise leave

(Source: Self-created)

The diagram gives a complete breakdown of the reasons for employee departures inside a given organization, uncovering important bits of knowledge into wearing down rates and the underlying makes inciting employees to leave. As stated by Fleming *et al.* (2021), understanding these reasons is vital for HR strategies focused on maintenance and resolving hierarchical issues. The information showcases different take-off thought processes, featuring key trends. The total of employees that take leave in the company during the period is **54.** Resignations comprise a critical piece, encompassing different reasons, for example, ***career change, disappointment with pay or benefits, neglected job assumptions, and career headway somewhere*** else. On the whole, these elements represent almost **58%** of the resignations, meaning the significance of tending to employees' career development and fulfilment inside the organization. Another notable reason for take-off is ***ill health,*** adding to more than **11%** of ways out.

In another context, it features the significance of employee prosperity and the likely effect of health-related issues on whittling down rates. Moreover, retirement, yet addressing a more modest rate, shows the normal turnover coming about because of employees arriving at retirement age. Dismissals failed ***probation periods, and redundancy*** by and large address a more modest extent, around **10%,** proposing that compulsory detachments are similarly less predominant   yet at the same time noteworthy for HR assessment and improvement. Besides, ***departures because of maternity non-returners, caring responsibilities, and employees leaving because of migration*** or the end of a contract reflect individual conditions influencing wearing down rates, showing the requirement for adaptability and support to oblige such circumstances. Furthermore, it's significant

for HR to audit dismissal cases and failed probation periods to guarantee arrangements with recruiting works on, preparing adequacy, and working environment assumptions (Crofton and Mundy, 2021). This far-reaching investigation of take-off reasons underscores the multi-layered nature of steady loss inside the association. HR strategies that emphasise on tending to individual requirements, career improvement, health and prosperity, and adjusting work environment assumptions to the truth are fundamental for relieving weakening and encouraging a steadier and content labour force.
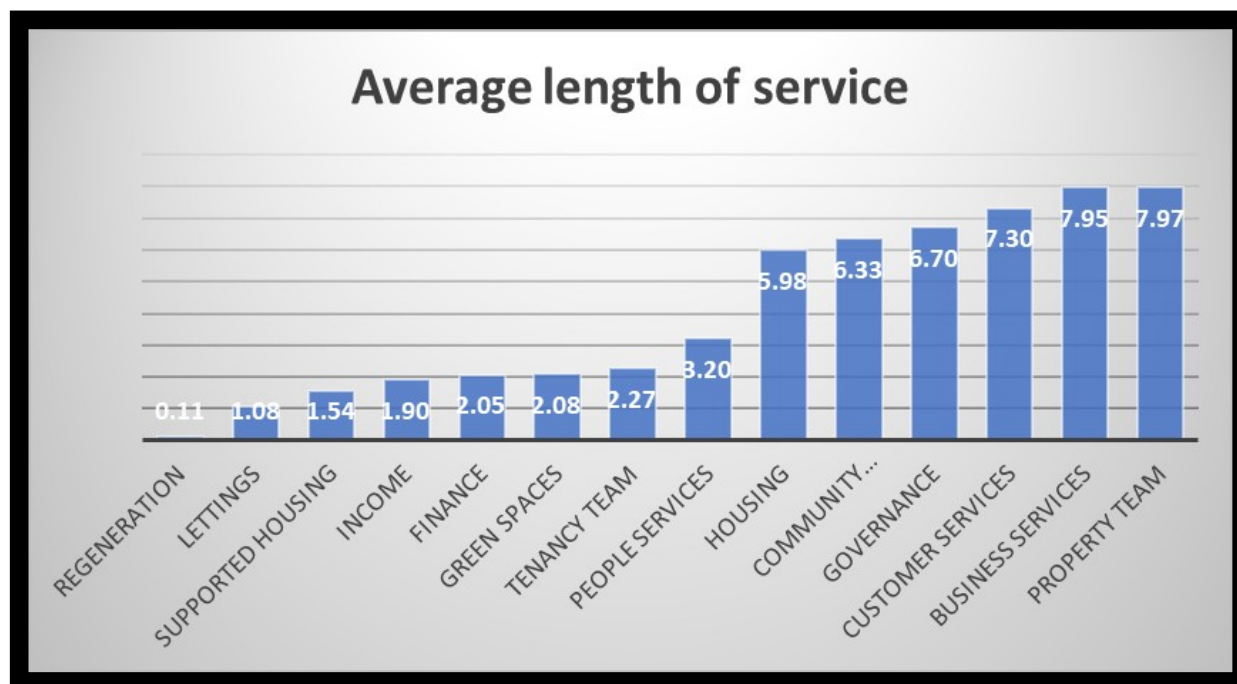
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Figure 2: Average length of services

(Source: Self-created)

The above figure gives a convincing preview of the typical length of administration across different teams inside the association, revealing insight into representative residency and the residency incongruities among various divisions. This examination offers bits of knowledge about team security, potential maintenance challenges, and hierarchical elements. Teams like **Regeneration, Lettings, and Supported Housing** show somewhat below lengths of administration, going from 0.11 to 1.54 years. These more limited residencies could recommend higher turnover rates or an inclination for additional transient jobs inside these divisions. It could likewise show the idea of jobs that could include project-based work, brief positions, or higher passage level turnover. Contrastingly, teams, for example, **Property Team, Business Services, and Customer Services** exhibit essentially longer normal lengths of administration, going from 7.30 to 7.97 years.

These teams display momentous representative residency, showing expected solidness, work fulfilment, or dug-in jobs inside the association. Such longer residencies could be areas of strength for imply union, institutional information, and perhaps compelling maintenance strategies inside these divisions (Corrado *et al.* 2021). Moreover, teams like **Governance, Community Engagement and Partnerships, and Housing** show mid-range residencies, going from **5.98 to 6.70 years.** Excel sheet
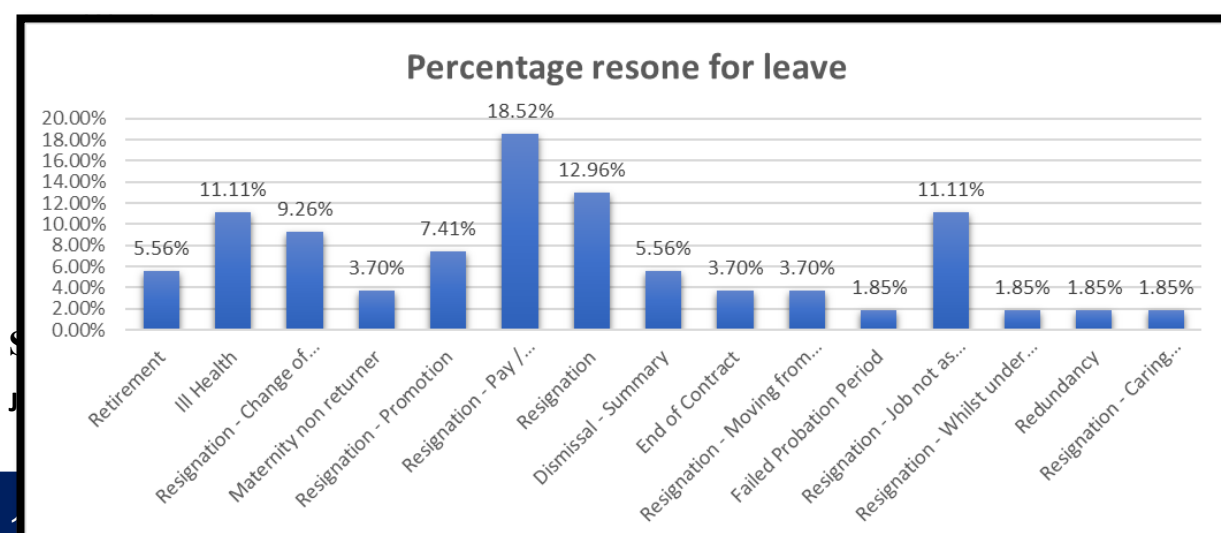
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Section 2

Journals

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»	ASSESSMENT MARKSHEET

1. **LO1** Understand how evidence-based practice informs organisational measures and outcomes.

2. **LO2** Know how creating value benefits employees, customers and wider stakeholders.

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Assessment criteria and Assessor feedback (Please ensure you provide rationale for judgements against each assessment criterion and identify areas for development)	Mark (1-4)
TASK: Briefing paper – Section one	
1.1 Explain what evidence-based practice is and how it is applied within an organisation.	
You have explained what evidence-based practice is and how it is applied within an organisation by including that Evidence-based practice includes utilizing a blend of critical thinking and the most dependable evidence that anyone could hope to find to illuminate decision-making and activities inside an association, you have included the importance of inform decision making, predictive analysis, driving authorised change and evaluating effectiveness. References included **Other opportunities to consider There is opportunity to consider the evidence-based practice model which includes the 4 different sources of data, the 6A's and how they can support you in obtaining and using this data, this is an area for you to research for the future.**	*2*
Please enter your Assessor feedback here for resubmission 1 (if applicable)	*Enter mark*
Please enter your Assessor feedback here for resubmission 2 (if applicable)	*Enter mark*
1.2 Explain the importance of using data in organisations.	
You have not fully explained the importance of using data in organisations, although you have included the importance of data around having reliable insights, enhanced decision making and credibility and trust more detail is required around the importance of data protection and GDPR. References included	*1*

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		Other opportunities to consider Please included the importance of data protection and GDPR to employees and the organisation and the consequences of non-compliance.	
		Please enter your Assessor feedback here for resubmission 1 (if applicable)	*Enter mark*
		Please enter your Assessor feedback here for resubmission 2 (if applicable)	*Enter mark*
1.3		Explain different types of data measurements that people professionals use.	
		You have explained different types of data measurements that people professionals use by including the difference between quantitative and qualitative, descriptive, diagnostic, predictive and prescriptive.

References included

Other opportunities to consider There is opportunity to consider primary and secondary data and align this to the 4 different data sources that should be included in AC 1.1, this would have added even more value to your answer, and also the difference between data that is subjective and objective. | *3* |
| | | *Please enter your Assessor feedback here for resubmission 1 (if applicable)* | *Enter mark* |
| | | *Please enter your Assessor feedback here for resubmission 2 (if applicable)* | *Enter mark* |

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1.6	Explain how the application of agreed policies and procedures informs decisions.	
	You have not fully explained how the application of agreed policies and procedures informs decisions, although you have included the difference between policies and procedures that align to structured decision making, compliance and risk management and consistency and fairness can you include examples of these. References included **Other opportunities to consider Please include an example of a policy an procedure to assist structured decision making, compliance and risk and consistency and fairness.**	*1*
	Please enter your Assessor feedback here for resubmission 1 (if applicable)	*Enter mark*
	Please enter your Assessor feedback here for resubmission 2 (if applicable)	*Enter mark*

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2.1	Explain how people professionals create value for people, organisations and wider stakeholders.	
	You have not fully explained how people professionals create value for people, organisations and wider stakeholders, although you have included some of the knowledge required, the skills and behaviours more detail could have been included around the tools that allow you to do this for stakeholder management. References included **Other opportunities to consider Please make room for what a stakeholder analysis is, what stakeholder mapping matrix is and power vs interest, this will demonstrate you know how to identify and manage wider stakeholders.**	*1*
	Please enter your Assessor feedback here for resubmission 1 (if applicable)	*Enter mark*
	Please enter your Assessor feedback here for resubmission 2 (if applicable)	*Enter mark*
2.2	Summarise ways in which you can be customer-focused, and standards-driven in your own context.	
	You have not fully summarised ways in which you can be customer-focused, and standards-driven in your own context, although you have included what customer centric approaches mean and adherence of standards it is possible to look into the CIPD profession map for customer focussed and standards driven to identify the foundations of these. 1 Reference included **Other opportunities to consider Please research a little around the CIPD profession map, customer focussed and standards driven and align this to your answer.**	*1*

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	Please enter your Assessor feedback here for resubmission 1 (if applicable)		*Enter mark*
	Please enter your Assessor feedback here for resubmission 2 (if applicable)		*Enter mark*
	Marks for Section 1		*9*

TASK: Briefing paper – Section two

1.4	Conduct common calculations to interpret organisational data.	
	You have not fully conducted common calculations to interpret organisational data, although you have included 2 bar charts these bar charts should be moved to AC 1.5 and in the answer for AC 1.4 you should include a table to show your workings out on how you came to the totals and % including the math formula you used to work this out. **Other opportunities to consider Please include a table to show your workings out on how you came to the totals and % including the math formula you used to work this out.**	*1*
	Please enter your Assessor feedback here for resubmission 1 (if applicable)	*Enter mark*
	Please enter your Assessor feedback here for resubmission 2 (if applicable)	*Enter mark*

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1.5	Present findings in different formats to enable informed decision-making.	
	You have not fully presented findings in different formats to enable informed decision-making, although you have included 2 bar charts there is a need to include different formats – this means to possibly include 1 bar chart and 1 pie chart. **Other opportunities to consider Please convert one of your bar charts to a pie chart to demonstrate different formats. Please then make sure this is supported by a summary and a few recommendations to overcome these issues.**	*1*
	Please enter your Assessor feedback here for resubmission 1 (if applicable)	*Enter mark*
	Please enter your Assessor feedback here for resubmission 2 (if applicable)	*Enter mark*
	Marks for Section 2	*2*

Total marks for unit (*your grade is provisional until moderated and confirmed by the CIPD*)	**11**	**Grade**	**Refer**	
Total marks for first resubmission (*your grade is provisional until moderated and confirmed by the CIPD*)		**Grade**		
Total marks for second resubmission (*your grade is provisional until moderated and confirmed by the CIPD*)		**Grade**		

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Overall summary

Hi Dana

This is a good effort for this assignment, however it does lack detail in certain areas regarding approaches, models and theories to help and assist you.

I have provided developmental feedback for each AC to aid your development for the future

This assignment has scored 11 however once more detail is added this will increase the score, please see further actions required below.

Although Harvard referencing isnt essential for level 3 you have included references as much as you can often including at least 2 references per answer. You have also included a list of references in alphabetical order and a bibliography to show extra studying. Well done.

Areas of strength

Explained different types of data measurements that people professionals use.

More will be added on resubmission.

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<u>Areas for development</u>

There is opportunity to consider the evidence-based practice model which includes the 4 different sources of data, the 6A's and how they can support you in obtaining and using this data, this is an area for you to research for the future.

<u>Further action required:</u>

<u>Task 1</u>

1.2 Please included the importance of data protection and GDPR to employees and the organisation and the consequences of non-compliance.

1.6 Please include an example of a policy and procedure to assist structured decision making, compliance and risk and consistency and fairness.

2.1 Please make room for what a stakeholder analysis is, what stakeholder mapping matrix is and power vs interest, this will demonstrate you know how to identify and manage wider stakeholders.

2.2 Please research a little around the CIPD profession map, customer focussed and standards driven and align this to your answer.

<u>Task 2</u>

1.4 Please include a table to show your workings out on how you came to the totals and % including the math formula you used to work this out.

1.5 Please convert one of your bar charts to a pie chart to demonstrate different formats. Please then make sure this is supported by a summary and a few recommendations to overcome these issues.

<u>Please apply the changes above in a different colour and within wordcount and resubmit.</u>

Assessor signature	Smc
Date	06/12/2023

If you receive a Refer grade for your assessment, you will have **one week** to resubmit from the date that you receive your feedback.

Please ensure you update the version of your assessment that includes your tutor feedback and remain within the allocated word count. Any text added to the original submission MUST be in a different colour, so the new text appears like this. This clearly shows what was in the original submission and what has been added. In the event that you want to remove part of your original submission, we ask this is indicated using the strikethrough key so the text to be ~~removed~~ appears like this.

Before you resubmit your assessment, please ensure you refer back to the Topic Essentials, Assessment briefing webinar or the Assessment guide video, and the learner resource zone, as these will support you with any changes needed to achieve a pass grade. You can contact your Support Tutor via the VLE for further assessment guidance if needed or email the team at cipdsupport@mollearn.com, who will be able to respond to any administrative questions.

You **must** fully address all parts of the tutor feedback before you upload your resubmission to the VLE.

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You will receive a **Low Pass/Pass/High Pass** or **Refer/Fail** result at unit level. Assessors will provide a mark from 1 to 4 for each of the assessment criteria in the unit. The marking descriptor grid is provided here as guidance. This will provide you with feedback that is developmental. **To pass the unit assessment you must achieve a 2 (Low Pass) or above for each of the learning outcomes/assessment criteria.**

Mark	Range	Descriptor
1	Refer/Fail	Insufficient demonstration of knowledge, understanding or skills (as appropriate) required to meet the AC. Insufficient examples included, where required, to support answers. Presentation and structure of assignment are not appropriate and do not meet the assessment brief.
2	Low Pass	Demonstrates an acceptable level of knowledge, understanding or skills (as appropriate) required to meet the AC. Sufficient and acceptable examples included, where required, to support answers. Required format adopted but some improvement required to the structure and presentation of the assignment. Answers are acceptable but could be clearer in responding to the task and presented in a more coherent way.
3	Pass	Demonstrates good knowledge, understanding or skills (as appropriate) required to meet the AC. Includes confident use of examples, where required, to support each answer. Presentation and structure of assignment are appropriate for the assessment brief. Answers are clear and well expressed.
4	High Pass	Demonstrates a wide range and confident level of knowledge, understanding or skill (as appropriate). Includes strong examples that illustrate the point being made, that link and support the answer well. Answers are applied to the case organisation or an alternative organisation. Answers are clear, concise and well-argued, and directly respond to what has been asked. The presentation of the assignment is well structured, coherent and focusses on the need of the questions. Includes clear evidence of the use of references to wider reading to help inform answer.

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The overall mark achieved will dictate the grade you receive for the unit, provided **NONE** of the assessment criteria have been referred.

Overall mark	Unit result
0 to 15	Refer
16 to 20	Low Pass
21 to 25	Pass
26 to 32	High Pass

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