



ASSESSMENT BRIEF

QQI, Level 6, Component
Certificate:

MANAGING PEOPLE

*Front Line Leaders
Programme*

Component Name:	Managing People	Centre:	
Component Code:	6N3945	Trainer/s:	
Component Level:	6		



National Framework of Qualifications (NFQ) www.qqi.ie

There are three assessments:

1. Assignment
2. Project
3. Learner Record

1. ASSIGNMENT (Weighting = 20%)

Candidates will be required to undertake an assignment which examines the topic of leadership. As part of the assignment, they will:

1. Analyse leadership and the role of the leader.
2. Examine different leadership styles and analyse the leadership function in their own organisation.
3. Examine their own leadership style and identify areas for development.

The assignment should be approx. 1200 words, size 12 font, and include an introduction, conclusion and be referenced as per the Harvard Referencing system (see guidance on pages 5 - 6).

Assignment Requirements & Marking Scheme

Description of leadership and the role of the leader (5 marks)

- Explanation of leadership (2 marks)
- Description of the traits and skills required to fulfil the role of an effective leader (3 marks)

Detailed examination and comparison of leadership styles (7 marks)

- Identify, briefly describe & compare the different leadership styles (2 mark)
- Analyse and assess the impact of each style (3 marks)
- Outline how at least 2 styles are evident in your organisation (2 marks)

Personal leadership styles and area for development (6 marks)

- Identify your personal leadership style(s) (1 mark)
- Assess the impact of your leadership style(s) (3 marks)
- Identify and explain your area(s) for further development (2 marks)

Also included are marks for:

- Bibliography with a minimum of 2 references included (2 marks)

2. PROJECT (Weighting = 50%)

Candidates will be required to write about a real-work project that involves managing others. **It is expected that you describe the people management aspects of your Project – not just the technical aspects. Ensure that you demonstrate how you managed people effectively during the Project.** You may be a project manager and need to get people to complete tasks on the project or you may be manager with direct reports. As you work on your project you will:

- Develop a project plan - taking the diversity and interests of all stakeholders (internal and external) – into consideration
- Include specific actions and time frames
- Specify any relevant legislation taken into account during the project
- Outline the outcomes and the impact the project had on the organisation, the stakeholders

The project should be approximately 2500 words, size 12 font.

Project Requirements & Marking Scheme

Project introduction (5 marks)

- Project title (1 mark)
- Description of the project (2 marks)
- Defined goal(s) and scope of the project (2 marks)

General project plan (5 marks)

- List of project actions identified at start - minimum of 5 project actions (5 marks)

Specific actions and time frames for their actions in the plan (18 marks)

- Detailed description of project actions (which may differ from the original plan) (13 marks)
- Time frame for each project action included (5 marks)

Effective collaboration with stakeholders (5 marks)

- Identify the people involved in or impacted by the project (2 marks)
- Describe action(s) taken to engage these stakeholders (3 marks)

Relevant legislation (5 marks)

- Confirmation that relevant legislation was considered (3 marks)
- Statement that it was not relevant (2 marks) **OR**, if relevant, how it was taken into account (2 marks)

Project outcomes and impact (10 marks)

- Confirmation that project goal was achieved or explanation as to why it wasn't achieved (3 marks)
- Description of impact of the project on the organisation and stakeholders (4 marks)
- Lessons you learned from managing people during the project (3 mark)

Project presentation; referencing and bibliography (2 marks)

- Clear layout and presentation of project, including section headings and logical sequencing of content (2 marks)

3. LEARNER RECORD (Weighting = 30%)

The Learner Record is an opportunity for you to reflect on what you've learned during the programme and assess your development. You will also describe how you applied learning from the programme. The learner record should be approximately 1500 words, size 12 font, with any additional information included as appendices.

Section 1: Analysis of your development (10 marks)

- Assess your management skills at the time you started the programme i.e. Outline your strengths (3 marks) and areas for development at the start of the programme (2 marks)
- Outline your development achieved as a result of participating in the programme (5 marks)

Section 2: Detailed account of actions undertaken (15 marks)

- Describe in detail how you achieved the development (as per previous section) (10 marks)
- Outline any difficulties faced and actions taken to address them (5 marks)

Section 3: Specific areas of development and learning, personal responses and skills acquired in relation to managing people (5 marks)

- Provide a summary: Overall learning that has been achieved (2 marks)
- Identify gaps or areas for your further development (3 marks)

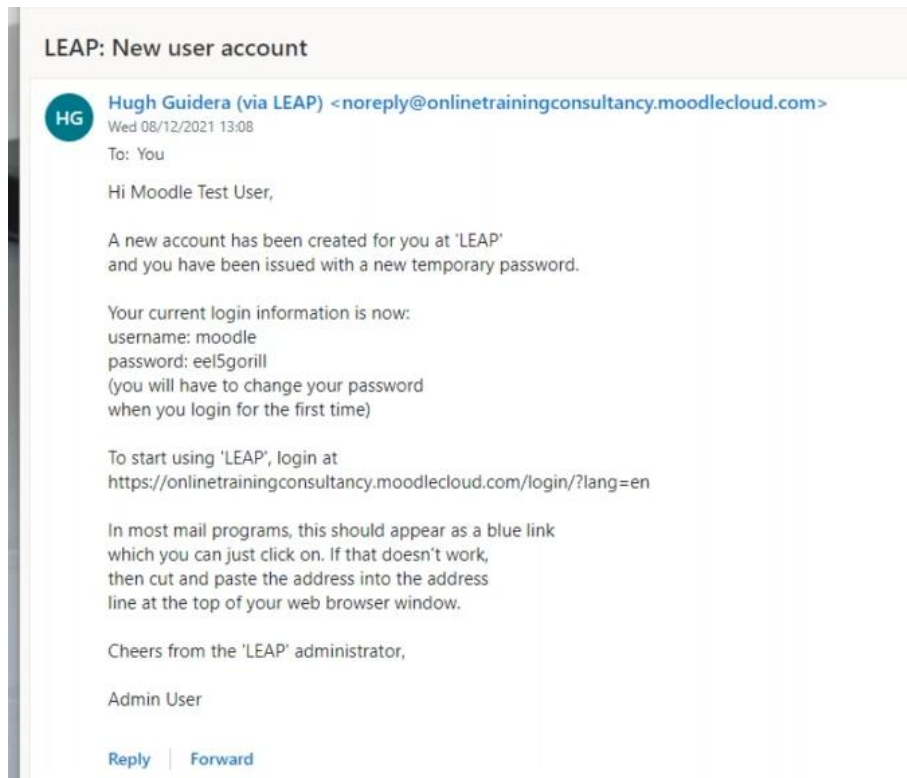
SUBMITTING ASSIGNMENTS

1. All assignments need to be submitted electronically via Moodle's Learning Management System.
2. Once your account is created, you will receive a e-mail invitation from Moodle.
 - a) You will receive your log in details to Moodle
 - b) Look for your course: it will have a unique title which corresponds to the name on your: programme-organisation-group-year.

3. We'd kindly ask you submit your assignment, project and learner record following the instructions in video below:

<https://www.gotostage.com/channel/7024e22d50944f6cb079c54a01cb5436/record/fcc69351b37c4af798c25b1597bad92f/watch>

Once you sign up for QQI certification, we will register you on our Learning Management System, you will then get the following mail to sign in, see example below:



4. Submit in Microsoft Word format by the submission deadline. (submission deadlines are set out in Moodle and included in your programme schedule)
5. Please note once you hit *submit*, there is an additional step where you will be asked to confirm it is your own work before your assignment is submitted to the assessor.

The following guidelines need to be adhered to by all candidates for ALL assignments:

First page of assignment (cover page):

- include your name, organisation and title of assessment;
- a sentence explicitly stating that the assessment is your own work and has not been copied or plagiarised from another source

REQUEST FOR AN EXTENSION

There may be an extenuating circumstance e.g., a death of a close relative, when you need to request an extension to the assigned deadline for an assignment. This request needs to be completed in writing at least 3 working days (Monday – Friday) before the deadline. Your request will be assessed and a decision made and formally communicated to you in writing.

Please note: Requesting an extension does not automatically result in it being granted. To make this request, please use the Extension Request form located on Moodle.

EXPLANATION OF TERMS

Term	Explanation
Identify	Establish or indicate who or what (someone or something) is.
Evidence	The available body of facts or information. Primary research is any type of research that you go out and collect yourself. Examples include surveys, interviews, observations, and ethnographic research. Secondary research (also known as desk research) involves the summary, collation and/or synthesis of existing research, e.g. books, websites, etc.
Detailed account	Tell the story of what happened and don't leave anything out. Be specific about actions, information or individuals involved.
Analytical description	Examine and investigate the elemental parts of something. Include recommendations.
Critical Reflection	To make meaning of an experience. Adds depth and breadth to an experience and builds connections between course content and the experience.

REFERENCING

A reference is required if you, the learner,:

- Quote someone's work in the body of your assignment e.g. "I can resist everything except temptation."
- Include copies e.g. figures, tables or structures like an organisational chart
- Paraphrase someone's ideas e.g. I can most things but find temptation too difficult
- Summarise someone else's ideas

Include a reference if you cite someone's work. This means that you need to state the author's name and the publication (book, report, article) whose work is being referred to.

Included a reference if you are quoting someone directly, using their exact words. When quoting you need to include the page number and where the quote can be found.

Harvard Referencing System

Please use this common system. This requires you to include a detailed and comprehensive Bibliography at the end of each assignment submitted.

The following outlines how to reference different sources.

Books

Hobart, C. and Frankel, J. (1994), *a Practical Guide to Child Observations*, Cheltenham: Stanley Thornes

Articles

Want, B. (2006), "Kung Fu Cult Masters: From Bruce Lee to Crouching Tiger", *Film Quarterly*, (60)2, pp. 74 – 75

Websites

Maguire, C. (2005), "Understanding Disability". Retrieved 12 December 2007 from <http://www.equality.ie/index.asp>

PLAGIARISM

If you quote or paraphrase another author's work without including a reference to it you are plagiarising. Not only is it very easy to detect plagiarism using online services like Turn It In, but it is also very easy for your assessor to spot it just by reading your work. Plagiarism does not only mean cheating, it is mainly used to describe forgetting or not realising to include a reference to other's work or theories.

NOTE:

To protect the integrity of the assessment process LEAP uses anti-plagiarism software on assignments submitted. This software detects the level of plagiarism used and should it find an assessment having a significant level of plagiarism the learner will be requested to resubmit their assignment within 7 days. Should the learner fail to resubmit the assignment within that time frame it will be assumed they are not going forward for certification.

HELPFUL RESOURCES

A helpful website to assist you with referencing is www.citethisforme.com. This citation generator is great for automatically compiling your bibliographies.

In Microsoft Word there is an option ('References') to generate a bibliography

ADDITIONAL INFORMATION**Access and Progression**

Achievement of an award on the NFQ enables learners to transfer or progress to other programmes leading to awards at the same or higher levels of the NFQ. We provide learners with advice and information about transfer and progression opportunities following the successful completion of a programme with us. If you would like additional information please contact us and we will be happy to advise you.

Complaints

If you are unhappy with the result of an assessment please email the assessor or speak with your trainer in the first instance. The assessor will explain how your work was marked and graded.

Appeals

At the end of the programme, you will receive an email confirming your provisional result. If you are still not satisfied, you can formally appeal it. Directions are included in your email.

Return of Assignments

All assignments must be submitted electronically. It is the responsibility of the learner to keep a copy of all work submitted.

Learner Special Requirements/Reasonable Accommodation

We invite learners who have any special needs/requirements to speak to their trainer in confidence before or as soon as the programme begins. We will do our best to accommodate special requirements which may impact on academic performance or assist those who may need special assessment arrangements – e.g. additional time.

Data Protection

The personal data we retain on file for our learners is maintained in accordance with the requirements of relevant data protection legislation (GDPR).

Once marks are confirmed and the final marks submitted to QQI we shred/delete all documents including those that contain personal details.

Should you require additional information a full and comprehensive Learner Handbook is available on Moodle or please ask your Trainer for a copy.