

**Level 5 Assessment: Unit [XXXX] – Unit name**

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Learner name

CMI Learner number

TOTAL Word count

SAMPLE

**Context: Introduction to your personal situation and company perspective [150 words]**

My organisation is COMPANY ABC. COMPANY ABC is dedicated to...

At present my responsibility at COMPANY ABC is to

SAMPLE

## Assessment Task One

Construct a personal development plan in chart or table format for a middle manager, taking into account both potential short and longer term development needs. Ensure you have a range of 6-8 development objectives written in line with SMART criteria.

You should be planning to meet the objectives using at least 4 different development methods. The expected outcomes in terms of what the manager should be able to do better as a result should also be made evident in the plan.

Explain the rationale for development planning at this level, highlighting the benefits for both the individual and the organisation.

Guideline word count: 500 - 550 words

**A.C. 1.1 - Explain the purpose of a personal development plan for the middle manager and the organisation**

**A.C. 2.1 - Construct a personal development plan that addresses the middle manager's short and longer term needs**

Answer stating theory and practical, personal work examples and separating each task and criteria into paragraphs....

TOTAL Word Count:

## Assessment Task Two

Explain what is meant by management style. Using one example of a style from management theory, describe the potential impact this style could have on a manager's relationship with the team, colleagues and staff in other departments, and other stakeholders. How might this style assist or disadvantage the manager's dealings with others?

Guideline word count: 350 - 400 words

**A.C. 1.2 - Discuss a management style and its impact on the middle manager's need to work with others**

Answer stating theory and practical, personal work examples and separating each task and criteria into paragraphs....

### Assessment Task Three

Identify your organisation's internal and external stakeholders (or those of an organisation of your choice). Separate these into primary and secondary stakeholders, explaining the difference between the two categories, and conduct an analysis of their key needs and expectations.

Determine the key differences between data and information. Provide details of the sources of both qualitative and quantitative data and information on the stakeholders you have identified.

You may produce this work in table or chart format if preferred. Draw up a timed plan to meet one of the stakeholder needs identified in your analysis. Ensure you include full details of all the physical, human, financial and technical resources required to deliver the product or service.

Guideline word count: 900 - 1,000 words

**A.C. 3.1 - Determine the differences between data and information, showing quantitative and qualitative examples**

**A.C. 3.2 - Identify organisational stakeholders**

**A.C. 3.3 – Explain stakeholders needs from the organisation**

**A.C. 3.4 – Identify data or information available on these stakeholders**

**A.C. 4.1 - Develop a plan that meets a stakeholder need, including resources required**

Answer stating theory and practical, personal work examples and separating each task and criteria into paragraphs....

## Assessment Task Four

Identify the stages of both the recruitment and selection processes. Describe the principles that should be followed when the organisation has a vacancy situation. Identify the current legislation and the appropriate organisational policies and procedures which apply to the recruitment and selection process.

Guideline word count: 300 - 350 words

### **A.C. 5.1 - Discuss the general principles and processes of recruiting and selecting staff**

Answer stating theory and practical, personal work examples and separating each task and criteria into paragraphs....

## Assessment Task Five

Determine three different methods by which you as the manager of the department might identify that the performance standards of a member of your department were becoming unacceptable. Explain the process you would follow to raise the matter with the employee concerned and provide support for performance improvement.

Guideline word count: 350 - 400 word

**A.C. 5.2 - Determine a method that identifies poor performance**

**A.C. 5.3 – Determine a process for supporting performance improvement**

Answer stating theory and practical, personal work examples and separating each task and criteria into paragraphs....

## Assessment Task Six

Explain what is meant by the term staff welfare, and the range of factors covered by this subject. Describe the business case for the adoption of high standards of welfare for your team by identifying the impact this can have on the achievement of departmental objectives. Where possible, use work based examples to illustrate your answer.

Guideline word count: 350 - 400 words

### **A.C. 5.4 - Assess the impact of encouraging team welfare on the achievement of objectives**

Answer stating theory and practical, personal work examples and separating each task and criteria into paragraphs....