

Assignment Brief

Effective People Management
QQI Level 6 6N3945

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Introduction

Hello and welcome to our Effective People Management Programme, we are delighted that you have chosen to work with DCM Learning as you continue your education.

This course is at Level 6 of the National Framework of Qualifications. To receive an award at Level 6 you will be required to undertake self-directed learning after you complete the training course. This self-directed learning will typically include additional reading, research, self-reflection and preparation of your assessments.

You are required to complete three pieces of work for your certificate. These are detailed below.

This document contains important information about the assessment process and it is important that you read each part of the document carefully so you clearly understand what is required of you.

We hope your return to learning experience is a positive one and we wish you every success in achieving your QQI Level 6 Effective People Management Course.

If you have any queries or require further information on any other DCM Learning courses, please contact us.

In addition to the information in this document you should visit our [Guide to completing your Effective People Management Assessments](#) page

Guidelines and Checklist

Ideally, your assignments should be relevant to your current or previous work environment and practical work-based examples should be given to support your work. If this is not possible you can use an organisation that you are familiar with, maybe through a volunteer role or a hypothetical organisation.

Your work should show evidence of relevant reading around each topic and it **MUST** be clearly referenced and include a bibliography. See page 10 for a guide to referencing.

Pay attention to the required word count for each section and do not go significantly under or over the required word count (10% above or below is ok).

Please use the MS Word Templates below for doing your assignments.

Download and Use “**Assignment One Project Template**” [Link](#)

Download and Use “**Assignment Two Learner Record Template**” [Link](#)

Download and Use “**Written Assignment Template**” [Link](#)



Assignment Brief Checklist:

- I have read the 10 Point Checklist - [Link](#)
- I have used the Templates provided below
- I have included work-based examples in my answers
- I have followed the word count
- I have spell checked all of my assignments
- I have included a Bibliography
- I have watched the “Plagiarism & Referencing Video” - [Link](#)

Assessment 1: Project (50% / 100 Marks)

Use what you have learned during the course to complete the tasks below.

For this project, it is important to show that you understand how to apply the course learning in a practical workplace context.



To gain maximum marks we advise you:

1. Watch the “Assignment One Project Video” [Link](#)
2. Download and Use “Assignment One Project Template” [Link](#)
3. Include current or previous work-based examples

Tasks		Required Word Count
Task 1	<p>The People Management Cycle Describe the six stages of the people management cycle using the headings below. For each stage of the cycle, you should be able to describe:</p> <ul style="list-style-type: none"> • What is involved in that stage and why it is important • What tools and techniques you might use in that stage • What practical steps you might take to make use of that stage at work 	
(15 marks)	1. Goal Setting	300
(15 marks)	2. Planning & Development	350
(15 marks)	3. Coaching and Training	350
(15 marks)	4. Delivering and Receiving Feedback	300
(10 marks)	5. Delegation	300
(10 marks)	6. Motivation	300
Task 2 (10 marks)	<p>Belbin’s Team Roles Explain Belbin’s Team Roles and how you might make use of them in your role as a people manager.</p>	300
Task 3 (10 marks)	<p>Communication Skills Discuss your understanding of active listening and questioning skills and how you might make use of them in your role as a people manager.</p>	300

Assessment 2: Learner Record (30% / 60 Marks)

Your learner record should be a self-reflective record in which you describe your learning experiences and insights during the course. The Learner Record should not be a summary of the course learning, but should describe how you found the learning useful and how you will make use of what you have learned to improve in your people management role going forward. As you go through the course, we advise that you use the Learner Record Log in your course workbook to keep a record of what you have learned during the course and how you think it will be useful.

The learner record should be written in the **first person** and should:

- Briefly describe what **you** have learned on the course
- Discuss how **you** found this learning useful or insightful
- Discuss, with specific examples, how **you** will use these insights to make **you** a more effective people manager

IMPORTANT: This is not a free-form learning journal. You are required to adhere to the topics outlined below. Where you have completed a leadership or communication styles questionnaire you can discuss your results as part of your answer.



To gain maximum marks we advise you:

1. Watch the “Assignment Two Learner Record Video” [Link](#)
2. Download and Use “Assignment Two Learner Record Template” [Link](#)
3. Include current or previous **work -based** examples
4. Watch the Reflective Writing video [Link](#)

Tasks		Required Word Count
Marks (15 marks)	Topics A. Hershey and Blanchard Situational Leadership Style or Belbin Team Role	375
(15 marks)	B. Motivation theories (Maslow / Herzberg) or Delegation	375
(15 marks)	C. Communication skills: active listening, questioning skills, communication style	375
(15 marks)	D. Providing feedback: SAID feedback model, fundamentals of feedback	375

Assessment 3: Assignment (20% / 40 Marks)

Use what you have learned during the course to complete the tasks below.

For this assignment, it is important to show that you understand how to apply the course learning in a practical workplace context.



To gain maximum marks we advise you:

1. Watch the “Assignment Three Written Assignment Video” [Link](#)
2. Download and Use “Written Assignment Template” [Link](#)
3. Include current or previous work-based examples

Tasks		Required Word Count
Marks (10 marks)	Topics A. Outline the main characteristics of a team and outline the measures you might put in place to accommodate various cultures, personalities and levels of experience on your team.	375
(10 marks)	B. Explain what a Knowledge, Skills and Attitudes (KSA) audit is and discuss how you might use one to help you plan staff training, development and work allocation.	375
(10 marks)	C. Identify at least one internal and one external leadership support (for example HR, professional bodies, state agencies) and discuss how these bodies help you to manage staff performance.	375
(10 marks)	D. Describe two pieces of workplace legislation and outline how they impact your role as people manager. Discuss how they might be used to help manage staff performance.	375

Marking Guide

50–64%	Pass	Show that you've learned and understood the course material.
65–79%	Merit	Have learned the course material and show that you can apply that knowledge to real-world situations (use practical examples).
80–100%	Distinction	Show a deep understanding of the course material and how to apply it. Show evidence of having carried out additional reading, being able to show the pros and cons of the course materials and associated theories and offer alternatives based on solid research.

Structuring your Assignments

Examine the marking scheme for each assignment, and use the headings provided in the marking scheme as paragraph headings for your work. By doing this you're far less likely to leave out something that attracts marks.

Things to watch out for:

- Use the assignment templates provided for submitting your assignments.

Marks don't carry over from one section to another. No matter how much you write

- on a given section, you can't score more than the maximum allowed marks for that section.

If you don't use headings in line with those in the marking guide, you're far more

- likely to leave out something that's worth marks. Headings also make it easier for the examiner to give you marks, rather than having to hunt through an assignment for mention of the topic.

Get somebody else to proofread your work before you submit it. It's much easier

- to spot mistakes in another person's writing, and you can lose marks for careless mistakes.

- Don't be significantly under or over the required word count (10% above or below is ok).

Formatting matters! Use paragraphs and put headings in bold. Change the vertical

- spacing on your document to 1.5 or 2.0 (YouTube has how-to videos) to make your assignment easier to read.

Bibliography & References

Whenever you mention another author's work in your assignment, you should credit that author in a References section. This is a list of books, research papers or websites you've referred to in your assignment. The purpose of referencing is to give the reader enough information to find the source material. The method you use to reference should be consistent; see the links below for referencing methods. Make sure to highlight in the body of your assignment when you do this so that the examiner knows you're not copying another author's work without crediting them. Where diagrams are used, please reference the diagrams in your bibliography.

Unreferenced material may be mistaken for plagiarism. **(Please note that plagiarism receives a zero grade).**

For example, in the body of your project, your text might look something like this:

"Kirkpatrick (1) developed a four-level model for evaluating training, which was challenged and refined by Kaufman (2)."

And then at the end of your assignment, you would have a list of references:

References:

1. Kirkpatrick, D., & Kirkpatrick, J. 2006. Evaluating Training Programs: The Four Levels. Berrett- Koehler Publishers.
2. Kaufman, R., & Keller, J. M. (1994). Levels of evaluation: beyond Kirkpatrick. Human Resource Development Quarterly, 5(4), 371-380.

Online Referencing Tools:

<https://www.citethisforme.com/harvard-referencing>

<http://scholar.google.com> (search for the book/paper and click the icon)

Helpful Link:

Please watch the "Plagiarism & Referencing" Video [Link](#)

Submitting your Assignment

IT IS ESSENTIAL THAT YOU FOLLOW THESE GUIDELINES WHEN YOU ARE SUBMITTING YOUR WORK

1. You must submit 1 PDF document per assessment and follow these guidelines: -
 - a. You must respect the word count: -
 - Project: 2,500 Words plus/minus 10%
 - Learner Record: 1,500 Words plus/minus 10%
 - Assignment: 1,500 Words plus/minus 10%
 - b. Each file should be named: -
 - 6N3945 People Management – Project – YOUR NAME.pdf
 - 6N3945 People Management – Learner Record – YOUR NAME.pdf
 - 6N3945 People Management – Assignment – YOUR NAME.pdf
2. Any information that you source from another writer **MUST** be referenced in your bibliography. (NOTE: Your bibliography is not included in your word count)
3. You must avoid plagiarism. Plagiarised work will not receive a mark.
4. All work should be submitted before midnight on your deadline date.
5. If you need an extension you must complete our extension request form

[Click this link to request an extension now](#)

[Click here if you need help completing the extension request form](#)

Once your assignments are ready click the button below to submit them for grading:

**Upload your Assignments for QQI
People Management Course**



If you need help to complete our submission form visit [HERE](#).



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