

Assessment Brief

Supervisory Management
QQI Level 6 6N4329

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Introduction

Hello and welcome to our Supervisory 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.

Your assignment deadline is detailed in your enrollment email.

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 learning experience is a positive one and we wish you every success in achieving your QQI Level 6 Supervisory Management 6N4329.

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

Guidelines and Checklist

Your work should show evidence of relevant reading around each topic and it MUST be clearly referenced and include a bibliography. See page 11 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 Skills Demonstration Template**” [Link](#)
Download and Use “**Assignment Two Portfolio/Collection off Work Template**” [Link](#)



Assignment Brief Checklist:

- I have read the 8 Point Checklist - [Link](#)
- I have used the Templates provided above
- 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: Skills Demonstration (60% / 60 Marks)

This assignment has been designed to allow you to demonstrate your understanding of each topic in the table below and how it might apply to your real work as a supervisor.

Ideally, your assignment should be relevant to your current or previous work environment and practical work-based examples should be given to support your work.

If you are not currently working within an organisation, then you may complete this task in relation to an organisation with which you are familiar. This could include experience working in a voluntary capacity.

Please note the total allocated word count for this assignment is 3,325 words and should not exceed +/- 10%.



To gain maximum marks we advise you:

1. Watch the "Assignment One Skills Demonstration Video" [Link](#)
2. Download and use the "Assignment One Skills Demonstration Template" [Link](#)
3. Watch the "How to Format my Assignments Video" [Link](#)
4. Make sure to answer **All Tasks**

Tasks		Required Word Count
Task 1 (7.5 marks)	Role and Responsibilities of a Supervisor	
	A. Define and briefly discuss the role and responsibilities of a Supervisor.	200
(7.5 marks)	B. Discuss your own knowledge, skills and attitudes, and their effect on your own performance and identify areas for personal development to improve your performance.	250
(5 marks)	C. Produce a personal development plan to improve your own performance.	250
Task 2 (3 marks)	Record Keeping and Storage	
	A. Explain why organisations need to keep records and outline the benefits of record keeping.	150

(3 marks)	B. Identify three types of work-related records relevant to your team and discuss the contents and purpose of each.	200
(4 marks)	C. Describe how this information is stored and indexed for future use and outline the precautions required to safeguard the information and how this is impacted by Data Protection legislation.	300
Task 3 (3 marks)	Standard Operating Procedures (SOPs) A. Explain what SOPs are and why they are needed by organisations.	250
(3 marks)	B. Identify two SOPs used within your department and discuss their benefits.	300
(4 marks)	C. Draft a SOP for the recruitment of staff for your department and for procedures maintaining an effective standard of service.	Template
Task 4 (5 marks)	Risk Awareness and Insurance A. Identify 2 existing or potential risks in your department and discuss the possible effects of these risks and how they can be managed.	500
(5 marks)	B. For each risk you have identified, discuss the possible insurance needs and the options available.	175
Task 5 (2 marks)	Departmental Budgets A. Explain the process and the importance of agreeing on a budget and operating within it.	250
(2 marks)	B. Describe how you (could) monitor variance between actual performance and budget.	200
(2 marks)	C. Explain how you (could) gather information to be used in determining and/or revising budgets.	150
(2 marks)	D. Explain fixed and variable costs (with examples) and the concept of break-even	150
(2 marks)	E. Create a monthly budget for your department showing details of all planned expenses and incomes (if applicable).	Template

Assignment 2: Portfolio/Collection of Work (40% / 40 Marks)

You can use the headings in the table below to structure your essay.

Please note the total allocated word count for this assignment is 3,400 words and should not exceed +/- 10%.



To gain maximum marks we advise you:

1. Watch the "Assignment Two Portfolio/Collection of Work Video" [Link](#)
2. Download and use the "Assignment Two Portfolio/Collection off Work Template" [Link](#)
3. Download and use the "Departmental Budget Template" [Link](#)
4. Watch the "How to Format my Assignments Video" [Link](#)
5. Make sure to answer **All Tasks**

Tasks		Required Word Count
(10 marks)	<p>Relevant Legislation and Industry Standards</p> <p>Identify three impacting legislation discussed on the course and discuss how they impact you in your role as a Supervisor including how they are applied in practice and how they impact the development of policy.</p> <p>Discuss the advantages and disadvantages of in-house and contract staff and of membership of representative bodies.</p>	600
(10 marks)	<p>Recruitment and Selection</p> <p>Outline the key steps in the recruitment process and discuss the role of the Supervisor in recruiting new staff.</p> <p>Considering the most recent addition to your team or a role on your team that needs to be filled, describe the techniques used at each stage of the process and the benefits of each. You may also suggest areas for improvements based on current best practice.</p>	1,100

<p>(10 marks)</p>	<p>Staff Training Select at least two different learning and development interventions and explain how they would be used in the workplace and the advantages and disadvantages of each.</p> <p>Develop a training proposal for the employees in your department. Your plan should include a list of the training objectives, why the need for training is required, how it was identified and resources/aids/materials you may require.</p> <p>Discuss how you will evaluate and assess the training session in order to measure the learner's understanding and achievement of the session's objectives.</p>	<p>850</p>
<p>(10 marks)</p>	<p>Staff Appraisals Explain the purpose of performance reviews and appraisals.</p> <p>Explain how you would prepare for and conduct a staff appraisal. Where possible a real working example should be used.</p> <p>Your explanation should include details on where the appraisal meeting took place, how feedback was delivered, development needs identified and any future actions agreed.</p>	<p>850</p>

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 when 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.

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 Assessment

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

1. You must submit 1 document per assessment. All files should be saved as PDFs before they are submitted. Files must be named as follows: –
2. 6N4329 – Skills Demonstration – YOUR NAME.pdf
3. 6N4329 – Portfolio / Collection of Work – YOUR NAME.pdf
4. 6N3429 – Departmental Budget Sheet – YOUR NAME.xls (if applicable)
5. You must respect the word count guidelines
 - a. Skills Demonstration: 3,325 Words plus/minus 10%
 - b. Portfolio / Collection of Work: 3,400 Words plus/minus 10%
6. Any information that you source from another writer MUST be referenced in your bibliography. (NOTE: Your bibliography is not included in your word count)
7. You must avoid plagiarism. Plagiarised work will not receive a mark.
8. **All work must be submitted on or before the date advised in your enrollment**
9. 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
Supervisory Management Course**



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



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