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| **Recording, analysing and using HR information - 3RAI** |
| Learner Name:James Bancroft | Group: LOLJUL20Tutor: Lynn Manir-Jolly | Assessor Name: *(If different to delivery tutor)*Suzanne Greene | Date: 11/08/20 |

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| **Assessment criteria relating to unit 3RAI** | **Pass Y/N** | **Assessor Comments** |
| 1.1 | Explain why an organisation needs to collect and record HR data. | Y | A broad range of reasons why organisations need to collect HR data have been explained well. |
| 1.2 | Identify the range of HR data that organisations collect and how this supports HR practice | Y | Two types of data have been identified which organisations collect;* Appraisal data
* Staff absence

You have then explained how each supports HR practice which was good.  |
| 2.1 | Describe different systems for recording and storing HR data and the benefits of each. | Y | Two methods for recording and storing data have been described;* Electronic storage
* Manual storage

The benefits of each of these have then been described well. |
| 2.2 | Explain legal requirements relating to the recording, storage and accessibility of HR data. | Y | Two essential items of UK legislation relating to the recording, storage and accessibility of HR data have been explained;* Data Protection Act 1998
* Freedom of Information Act 2000
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| 3.1 | Analyse and interpret HR data. | Y | You have analysed and interpreted HR data relating to staff absence within your school to identify trends, patterns and causes to inform decision making. Visuals have also been provided to illustrate your analysis which was good. It is commendable that you have set your analysis into context by discussing the impact of the pandemic on your school setting throughout so hope that things gradually improve for you.  |
| 3.2 | Present findings in a clear, concise and meaningful manner to inform decision-making within an organisation.  | Y | All your findings were presented in a clear, concise and meaningful manner to inform decision making within your organisation, excellent, well done!  |
| This assessment is to be presented as a report.Word count: 750 wordsYou also need to include a written statement of findings, please include supporting documentation.  Word count 250 words  |

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| **Assessment Decision (Pass/Refer)****PASS** | *Students receiving a refer mark have 1 week from the date feedback was provided on the VLE to upload their resubmission, unless otherwise agreed with MOL.* |
| **Strengths** | **Areas for Improvement** |
| * You have demonstrated an excellent understanding of what data needs to be collected to support HR practice, how data should be recorded, managed and stored and how data can be analysed to inform decision making.
* The assessment has been submitted within the word count.
 | * Include a reference list and bibliography to recognise and validate your sources.
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