



Before issuing an assignment it must be IV'd.

A copy of the IV report for this assignment is held in the Curriculum Organisers file.

## OCR LEVEL 2 NATIONALS IN BUSINESS ► ASSIGNMENT FRONT SHEET

<b>Programme: OCR Level 2 National Certificate in Business</b>	
<b>Unit: 5</b>	<b>Assessor Name: Fiona Moore</b>
<b>Assignment Title: 3 – Training and Development</b>	
<b>Date issued: 04/11/2005</b>	<b>Submission Date: 18/11/2005</b>
<b>Student Name:</b>	

You and **only you** are required to sign that assessment work has been handed in to the person marking your work. When handing it in make sure you hand it to the unit teacher. Other members of staff will not accept work for that unit teacher. It is your responsibility to make sure your work is signed in. If it is not signed in and goes missing then the Business Section and College take no responsibility for it.

<b>Assignment objectives:-</b>	<b>Criteria met</b>
<p><b>AO4:</b> Describe staff development programmes in Two selected businesses.</p>	
<b>Tasks: Please see attached assignment</b>	
<p><b>Grading:</b></p> <p>Below Pass <input type="checkbox"/>      Pass <input type="checkbox"/>      Merit <input type="checkbox"/></p> <p>Distinction <input type="checkbox"/></p>	

<b>Key Skills Evidence</b>	
<b>Communication</b>	C21.a, C2.1b, C2.2, C2.3
<b>AON</b>	
<b>IT</b>	IT2.1, IT2.2, IT2.3
<b>WwO</b>	
<b>IOLP</b>	
<b>PS</b>	
<b>External Assessment Method</b>	

**Assessor Feedback**

**Signatures**

I confirm that this work and all work related to the assessment of this unit is my own.

Candidate: ..... Date: .....

Assessor: ..... Date: .....

Internal Verifier ..... Date: .....



## OCR Level 2 National Certificate in Business

### Unit 5 (AO4): Assignment 3 - Training and Development

#### TASK 1

Choose two businesses you have studied and describe the staff training and development programmes of each one. Give clear examples of why and how the staff are trained. You may find the following questions helpful:

- Who organises the training in the business?
- How is the training organised?
- What sort of training is on offer?
- Is there an induction programme? If so, describe how this is delivered and what information is given out to staff.

#### TASK 2

Describe the appraisal system in both of the businesses.

- How often do appraisals take place?
- What is discussed?
- What records are kept?
- How does a good appraisal benefit the employee?
- How does a good appraisal system benefit the businesses?

Give examples from the two businesses you have chosen.

#### TASK 3

Using examples from both your businesses, describe the benefits of training and development for:

- a) the employees
- b) the business