

3HRC F302C



**LEVEL 3**

**CIPD Foundation Diploma in Human Resource Practice  
(FDHRP)**

**PARTICIPANTS**

**Assignment Booklet**

**MODULE 3:**

**Understanding Organisations and the Role of Human  
Resources - (3HRC (HR))**



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#### CIPD Assessment Activity

<b>Title of unit/s</b>	Understanding Organisations and the Role of Human Resources	
<b>Unit No/s</b>	3HRC	
<b>Level</b>	3	
<b>Credit value</b>	4	
<b>Assessment method</b>	Presentation slides and supporting notes	
<b>Expiry Date</b>	2021	
<p><b>Learning Outcomes</b></p> <p>On completion of this unit, learners will:</p> <ol style="list-style-type: none"> <li>1. Understand the purpose of an organisation and its operating environment.</li> <li>2. Understand the structure, culture and functions of an organisation.</li> <li>3. Understand how HR/L&amp;D activities support an organisation.</li> </ol>		
<p><b>Assessment brief</b></p> <p>You have been asked by your departmental head as part of your development programme to prepare a presentation summarising the purpose of your organisation and its operating environment; the current structure, culture and functions of your organisation and how the HR activities support your organisation.</p> <p>In preparing a presentation of up to 10 slides you are expected to include:</p> <ul style="list-style-type: none"> <li>• A clear statement of the purpose and goals of your organisation.</li> <li>• An analysis of how external factors impact on your organisation's business activities, using an external environment analysis model or tool.</li> <li>• A description of your organisation's products and/or services and its customer base.</li> </ul>		<p><b>Assessment Criteria</b></p> <p>1.1</p> <p>1.3</p> <p>1.2</p>

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<ul style="list-style-type: none"> <li>• An organisation chart which describes the main departments and/or business functions and a short description of how they work together to optimise business performance.</li> <li>• An explanation of two different aspects of organisational culture and how these impact on the way your organisation operates.</li> <li>• A summary of how HR activities support your organisation's strategy.</li> <li>• An explanation, with examples, of the role of HR/L&amp;D professionals in supporting line managers and their staff.</li> </ul>	<p>2.1, 2.2</p> <p>2.3</p> <p>3.1</p> <p>3.2</p>
<p><b>Evidence to be produced</b></p> <p>A set of presentation slides with notes of approximately 1500 words.</p> <p><b>Please note you are not required to deliver the presentation.</b></p>	