

Student Name: - Enrolment number: -

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| **Title of unit** | Contributing to the Process of Job Analysis | |
| **Unit No/s** | 3 CJA | |
| **Level** | Foundation | |
| **Credit value** | 3 | |
| **Assessment method** | Written | |
| **Learning outcomes:** | **Assessment criteria:** | |
| **1.** Be able to explain the principles, purposes and practice of job analysis. | **1.1** Explain the principles and purpose of job analysis. | |
| **1.2**. Compare and contrast different methods of job analysis. | |
| **2.** Be able to contribute to the process to job analysis. | **2.1** Develop a plan to undertake a job analysis. | |
| **2.2** Undertake a job analysis. | |
| **2.3** Interpret and present the results of the job analysis, making recommendations to meet organisational requirements. | |
| **Activity**  Write a report that:   * explains the principles and purpose of job analysis * compares and contrasts 3 different methods of job analysis * describe how you have planned and undertaken a job analysis of a job in your organisation or the job of one of your peers * detail your findings from the job analysis and make recommendations to meet organisational requirements. | | **Assessment Criteria**  1.1  1.2  2.1, 2.2  2.3 |
| **Evidence to be produced**  You are going to produce a report of a total of 1500 words +/-10%   * A job analysis plan for a named job * Include your notes and documentation from the job analysis exercise itself. These should be included as an appendix and are not included in the word count. | | |