**CIPD Assessment Report: (AR1)**

**Intermediate** – **Associate** **Diploma in People Management**

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| Centre name: | Victory Training and Development Institute | Centre number | 1074 |
| Learner name: |  | Learner CIPD No: |  |
| Unit title & code: | 5OS02 - Advances in Digital Learning and Development | Assessment ID: |
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| Assessor Name & Electronic Signature  |  | Internal Quality Assurer & Electronic Signature  |  |
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| Assignment start date: | June 2023 | Assignment end date: | Sept 2024 |
| Assignment submission date: | Click or tap to enter a date. | Assessment date: | Click or tap to enter a date. |
| Assignment re-submission date: | Click or tap to enter a date. | Assessment date (re-submission): | Click or tap to enter a date. |
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| **Task One – Written responses to questions****To complete this task, you should provide a written response to each of the points below, making appropriate use of academic theory and practical examples to expand your response and illustrate key points.** **To help the reader, please use headings and assessment criteria references to signpost the assessment criteria being addressed. Please refer to word count policy.**1. Evaluate how the development of technology, including digital collaboration, has impacted the design and delivery of L&D over time. Your response should encompass:)
* Two ways in which design of L&D has been impacted, and
* Two ways in which delivery of L&D has been impacted. (AC 1.1)
1. Evaluate one risk OR challenge that technology-based L&D poses for each of the following, and in each case, how it is being addressed: (AC 1.2)
* organisations
* learning and development professionals
* learners
1. Assess the potential strengths and weaknesses of three different types of digital learning content (such as podcast, video tutorial, webinar, etc.). For each type, provide an example of how they might be applied to assist learning. (AC 2.1)
2. Describe two specific items of digital learning content, (existing or proposed) that you would choose to include in a development day for learners on a CIPD People Management Programme. For each example, evaluate how the item:
* might impact learner engagement, and
* would meet the group’s learning needs. (AC 2.2)

**TASK ONE**Your evidence must consist of:* Written responses to each of the four instructions above.
* Approximately 1600 words in total, refer to CIPD word count policy.

**Task Two – Develop and deliver digital learning content.****SCENARIO**A local charity organisation has requested your help. They have a small team of staff whose duties include facilitating occasional short face-to-face training sessions for volunteers. During the pandemic some of the sessions were moved online, using Zoom, but essentially just involved the staff member giving out verbal information to the few volunteers who had logged on. The staff want to develop their skills in this area, so that they feel as confident about online facilitation as they do when facilitating face-to-face. They also want to make their online sessions more interactive and visually attractive – and generally provide a more engaging learning experience for the volunteers.The charity has asked you to develop and facilitate an online session for the staff members. They want the session to build staff members’ understanding of online facilitation as well as providing them with some basic skills to bring into their own sessions.**TASK**In response to this request, and working on your own or with a colleague learner from your CIPD group\*, 1. Develop a short learning session of between 20-30 minutes, entitled ‘Facilitating Online Learning’. Your session should include (in any order):
* A comparison of two systems for delivering live online learning activities, including their key facilitation functions. (AC 3.1)
* A short discourse on how a facilitated online session can differ from a face-to-face session for each of the following: facilitators; learners; learning administrators. (AC 3.2)
* A summary of the main skills required to facilitate online learning, including one or two you have included in your own development plan(s). (AC 3.3)
* A demonstration of three online facilitation skills (e.g. use of break-out rooms, use of polls, embedding/hyperlinking videos, use of animation and colour to enhance visuals, managing discussions within the session). (AC 3.4)
1. Deliver/facilitate the session for a ‘group’ of attendees (minimum 2 people). Record the facilitation so that the staff who were unable to attend can access the tutorial when convenient, and all the staff can access the tutorial learning resource as needed. (AC 2.3)

**TASK TWO**Your evidence must consist of:* A recording of the facilitated 20-30 minute session.

\*If working with a colleague, there should be an obvious equal contribution to the session from both parties. |
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| **Learner declaration:*** I confirm that the work/evidence presented for assessment is my own unaided work.
* I have read the assessment regulations and understand that if I am found to have ‘copied’ from published work without acknowledgement, or from other candidate’s work, this may be regarded as plagiarism which is an offence against the assessment regulations and leads to failure in the relevant unit and formal disciplinary action.
* I agree to this work being subjected to scrutiny by textual analysis software if required.
* I understand that my work may be used for future academic/quality assurance purposes in accordance with the provisions of Data Protection legislation.
* I understand that the work/evidence submitted for assessment may not be returned to me and that I have retained a copy for my records.
* I understand that until such time as the assessment grade has been ratified through internal and external quality assurance processes it is not final.

Date: |

**Marking Grid: To be completed by assessor(s)**

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| **Task 1:****Assessment criteria** | **Assessor comments** *Provide rationale for judgements against each assessment criterion and identify areas for development* | **Attempt** | **Overall Mark** **(Mark 1-4)** |
| **AC 1.1** Evaluate how the development of technology and digital collaboration impacts the design and delivery of learning and development over time. | Thank you for your efforts on this criterion.You have provided an acceptable evaluation of the development of technology and digital collaboration impacts the design and delivery of learning and development over time.you could have further supported your evaluation with relevant case studies or academic resources. | **1st Attempt** | 3 |
|  | **2nd Attempt** | Choose an item.0-4 |
| **AC 1.2**Evaluate the risks and challenges technology-based learning and development poses and how these are being addressed for: organisations; learning and development professionals; learners. | Thank you for your efforts on this criterion.You have identified risks and challenges technology-based learning and development poses to organisation, L&D professionals and learners. You have also provided on how these are being addressed.you could have further supported your evaluation with relevant case studies or academic resources. | **1st Attempt** | 3 |
|  | **2nd Attempt** |  |
| **AC 2.1** Assess the different types of digital learning content including the applications of each. | You have provided an acceptable assessment of the different types of digital learning content including the applications of each. | **1st Attempt** | 2 |
|  | **2nd Attempt** | Choose an item.0-4 |
| **AC 2.2**Evaluate how the choice of digital learning content impacts learner engagement and meets identified needs. | You have provided an acceptable evaluation of your choices of digital learning content impacts learner engagement and meets identified needs. | **1st Attempt** | 2 |
|  | **2nd Attempt** | Choose an item.0-4 |
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| **Total for this task**  | **(1st Attempt)** | 10 |
| **Total for this task**  | **(2nd Attempt)** |  |

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| **Task 2:****Assessment criteria** | **Assessor comments** *Provide rationale for judgements against each assessment criterion and identify areas for development* | **Attempt** | **Overall Mark** **(Mark 1-4)** |
| **AC 2.3** Develop engaging learning content to address a specific need. | The evidence presented for Task 2 is not in accordance with the requirement.Please read the assignment guide again and be guided accordingly. | **1st Attempt** | 1 |
|  | **2nd Attempt** | Choose an item.0-4 |
| **AC 3.1**Compare systems for delivering live online learning activities, including their key facilitation functions. | The evidence presented for Task 2 is not in accordance with the requirement.Please read the assignment guide again and be guided accordingly. | **1st Attempt** | 1 |
|  | **2nd Attempt** | Choose an item.0-4 |
| **AC 3.2** Discuss how facilitation of a live online learning activity can differ from facilitation of a face-to-face learning activity and the implications of this for: facilitators; learners; learning administration. | The evidence presented for Task 2 is not in accordance with the requirement.Please read the assignment guide again and be guided accordingly. | **1st Attempt** | 1 |
|  | **2nd Attempt** | Choose an item.0-4 |
| **AC 3.3**Assess the main skills required to facilitate online learning, including reference to your own development plan. | The evidence presented for Task 2 is not in accordance with the requirement.Please read the assignment guide again and be guided accordingly. | **1st Attempt** | 1 |
|  | **2nd Attempt** | Choose an item.0-4 |
| **AC 3.4**Demonstrate online facilitation skills within a live online learning activity. | The evidence presented for Task 2 is not in accordance with the requirement.Please read the assignment guide again and be guided accordingly. | **1st Attempt** | 1 |
|  | **2nd Attempt** | Choose an item.0-4 |
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| **Total for this task**  | **(1st Attempt)** | 5 |
| **Total for this task**  | **(2nd Attempt)** |  |

**Note: To pass the unit assessment learners must achieve a 2 (Low Pass) or above for each of the assessment criteria.**

**The overall result achieved will dictate the outcome the learner receives for the unit, provided NONE of the assessment criteria have been failed or referred (0-1).**

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| **Overall mark & Unit result** |
| **1st Attempt** | **0 to 17 - Refer** | **18 to 22 - Low Pass** | **23 to 29 - Pass** | **30 to 36 - High Pass** |
| **2nd Attempt** | **0 to 17 - Fail** | **18 to 22 - Low Pass** | **23 to 29 - Pass** | **30 to 36 - High Pass** |

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| **Assessor feedback summary** **1st Attempt:**  | **Nouf, thank you for submitting your 1st assignment.****In task 1, you have made an acceptable attempt. However, in task 2, pieces of evidence submitted were not in accordance to the requirement.****All the best on your 2nd attempt.** | **Unit Result:** | 15 - Refer |
| **Date:**  | Click or tap to enter a date. |
| **Assessor feedback summary** **2nd Attempt:**  |  | **Unit Result:** | Choose an item. |
| **Date:**  | Click or tap to enter a date. |