5CO03 – Professional Behaviours and Valuing People

Assessment Session V2
June 22

Objectives of the session

1 Get an overview of the unit

2 Explore the task details and expectations

3 Understand your activities and criteria expectations

4 Get some hints and tips

5 Explore the next steps

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What will I gain from this unit?

This unit focuses on how applying core professional behaviours such as ethical practice, courage and inclusivity can build positive working relationships and support employee voice and well-being. It considers how developing and mastering new professional behaviours and practice can impact performance

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5CO03 - Task 1 Professional, ethical, and inclusive behaviours

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Task 1 – Written responses

In this this task, you are required to demonstrate a professional level of knowledge and understanding in relation to 'professional, ethical and inclusive behaviours'.

To complete the task, you should provide a written response to each of the points, making appropriate use of academic theory and practical examples to expand your response and illustrate key points.

To help the reader, please make use of headings and assessment criteria references to signpost the assessment criteria being addressed.

Hints and Tips:
Review the guidance on the assessment brief and grading grid
Your responses should be 2100 +/- 10%. Refer to the CIPD word count policy for more information.

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Points and Criteria

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Task 1 – Point 1

Point	Criteria	Signpost to the Hub
Define the term professional and explain what it means to be a 'people professional'	AC 1.1 Appraise what it means to be a people professional.	**Week 1**

Hints and Tips:
Explain what it means to be a people professional, including; definition and personal values (for example, fairness, honesty, inclusivity, or the concept of professional integrity

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Task 1 – Point 2

Point	Criteria	Signpost to the Hub
Explore how the role of a people professional (either a generalist or a particular specialist) is evolving and the priorities this raises for continuing professional development (CPD)	AC 3.1 Explore how the role of a people professional is evolving and the implications this has for continuing professional development.	**Week 4**

Hints and Tips:

- Define and explain the concepts of CPD e.g., "a combination of approaches, ideas and techniques that will help you manage your own learning and growth" (CIPD) and Reflective Practice.
- Explore of how the role of a people professional is changing. e.g.:
    - People practice moving from admin to strategy
    - The people professional is more people-focused and tech-savvy
    - More specialisms and job titles e.g., Chief Happiness Officer, Chief Heart Officer, Lead People Data Scientist etc.
- Explore the impact these changes have on CPD e.g., the activities, duration and/or technology

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Task 1 – Point 3

Point	Criteria	Signpost to the Hub
Discuss the concept of 'ethical values', and how at least three ethical values that you hold personally, impact (or could impact) on your work as a people professional.	AC 1.2 Recognise how personal and ethical values can be applied in the context of people practice.	**Week 1**

Hints and Tips:
- Outline how **three** examples of your own personal values (for example, equality, valuing others, fairness) impact (or could impact) on your work as a people professional
- Recognition of how these values and beliefs shape ways of working and work relationships -and impact of this for your colleagues.

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Task 1 – Point 4

Point	Criteria	Signpost to the Hub
Explain why it is essential for people professionals to contribute confidently to discussions, and ways of doing this that are: • Informed • clear • engaging.	AC 1.3 Consider the importance of people professionals contributing to discussions in an informed, clear and confident way to influence others.	**Week 1**

Hints and Tips:

•Explain a contextual example where you have contributed to discussions and ways of doing this that are informed; clear and engaging.

•Provide some examples; could include being courageous in speaking up, ensuring key processes are followed or improving practices in HR, L&D and OD.

•Make reference to application of good people practices.

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Task 1 – Point 5

Point	Criteria	Signpost to the Hub
Discuss when and how to raise concerns when issues such as organisational policies or leadership approaches conflict with ethical values or legislation.	AC 1.4 Recognise when and how you would raise matters which conflict with ethical values or legislation.	**Week 1**

Hints and Tips:
- Explain a contextual example of when and how you have raised concerns regarding conflicts with ethical values or legislation.

- Examples could include discrimination, harassment, or unfair dismissal processes.

- Reference organisational policies or leadership approaches such as Whistleblowing, CIPD values and Code of Conduct.

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Task 1 – Point 6

Point	Criteria	Signpost to the Hub
Provide a robust argument for ethical people practice that is supported by academic theory and details both the business and human benefits of people at work feeling included, valued and fairly treated	AC 2.1 Argue the human and business benefits of people feeling included, valued, and fairly treated at work linking to related theory.	**Week 2**

Hints and Tips:

- Provide an argument for ethical people practices underpinned with some supporting theory, such as Rock, Maslow, and Pink.
- Discuss the business and human benefits of people at work feeling included, valued, and fairly treated. E.g., What does Pink say about motivation and reward? How does this support your argument?
- Consider job satisfaction or enhanced worker well-being, reduced sickness or increased retention.

- You could apply the CIPD Insight report here

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Task 1 – Point 7

Point	Criteria	Signpost to the Hub
Drawing on your own or a hypothetical example of providing a people practice solution to meet a particular need or introducing a new policy or initiative, describe: • strategies for designing the solution/initiative so that it will be inclusive • strategies for checking that, when in practice, the solution/initiative engages and meets the needs of all those it is aimed at	AC 2.2 Discuss strategies for designing and ensuring inclusive people practices.	**Week 2**

Hints and Tips:

- *Identify an example of a solution that meets a particular need for introducing a new policy or initiative, with some insight into the need and reasons for the solution. For example, by introducing flexible working in response to an engagement survey and benchmarking research.*
- *Describe strategies for designing and checking the solution to ensure it is inclusive and meets the needs of all those it is aimed at.*
- *Strategies for design could be enabling others to have a voice when designing and delivering solutions which impact them through discussions, emails, research or consultation activities,*
- *Strategies for checking could be through informal/ formal feedback.*

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Task 1 - Understanding checkpoint

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5CO03 - Task 2
Professional Development

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Task 2 – CPD

This task requires you to evidence your commitment and approach to continuing professional development (CPD). It is divided into three activities, which must all be completed.

There are 2 different options for how you complete the 3 activities: these are

- The CIPD Profession Map Self-Assessment Tool,

- Offline documentation.

Produce a CPD portfolio including:

Activity 1:
- In the main body of your assignment, write a short summary (approx. 150 words), of the information used to inform your assessment
- Add your assessment pages as an appendix.

Activity 2:
- In the main body of your assignment, write a short explanation (approx. 250 words) for your choice of development activities
- Add the relevant pages from your development/learning plan as an appendix

Activity 3:
- Written reflections on 3 development activities (approx. 750 words)

please ensure you refer to the grading grid and assessment brief for further guidance and information

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Task 2 – Activity 1

Activity	Criteria	Signpost to the Hub
Using a range of information, including feedback from others, assess your practice against the FIVE CIPD Profession Map core behaviours listed below. The 5 core behaviours (all to be selected at associate level) are: • Ethical Practice • Professional Courage and Influence • Valuing People • Working Inclusively • Passion for Learning	AC 2.3 Reflect on your own approach to working inclusively and building positive working relationships with others. AC 3.2 Assess your strengths, weaknesses and development areas based on self-assessment and feedback from others.	**Week 3 & 4**

Task 2 – Activity 2

Activity	Criteria	Signpost to the Hub
Having identified your main development needs in relation to these 5 areas, formulate appropriate development activities to meet these needs and add these to your professional development/learning plan.	AC 3.3 Formulate a range of formal and/or informal continuing professional development (CPD) activities to support your learning journey.	**Week 4**

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Task 2 – Activity 3

Activity	Criteria	Signpost to the Hub
A key element of CPD is reflecting on the impact of our learning, so that we can make further decisions about how to progress. Select 3 formal or informal development activities you have undertaken over the last 12 months and reflect on how each of these activities has impacted your behaviour and performance. (Consider how effective the activity has been and the extent of its impact. You might also consider what new needs or action points the activity raised for you.) Note: this reflection is retrospective and not connected to the activities planned in activity 2.	AC 3.4 Reflect on the impact of your continuing professional development activities on own behaviour and performance.	**Week 4**

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Task 2 - Understanding checkpoint

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5CO03 – Further information

https://www.cipd.co.uk/knowledge/culture/ethics/ethical-behaviour

https://www.cipd.co.uk/knowledge/fundamentals/relations/diversity/factsheet

https://www.cipd.co.uk/knowledge/culture/ethics/role-hr-factsheet#gref

https://www.cipd.co.uk/learn/cpd/cycle#gref

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5CO03 – Important information

Wordcount:

Task 1: 2,100 +/- 10% words.

Task 2: 1150 +/- 10% words.
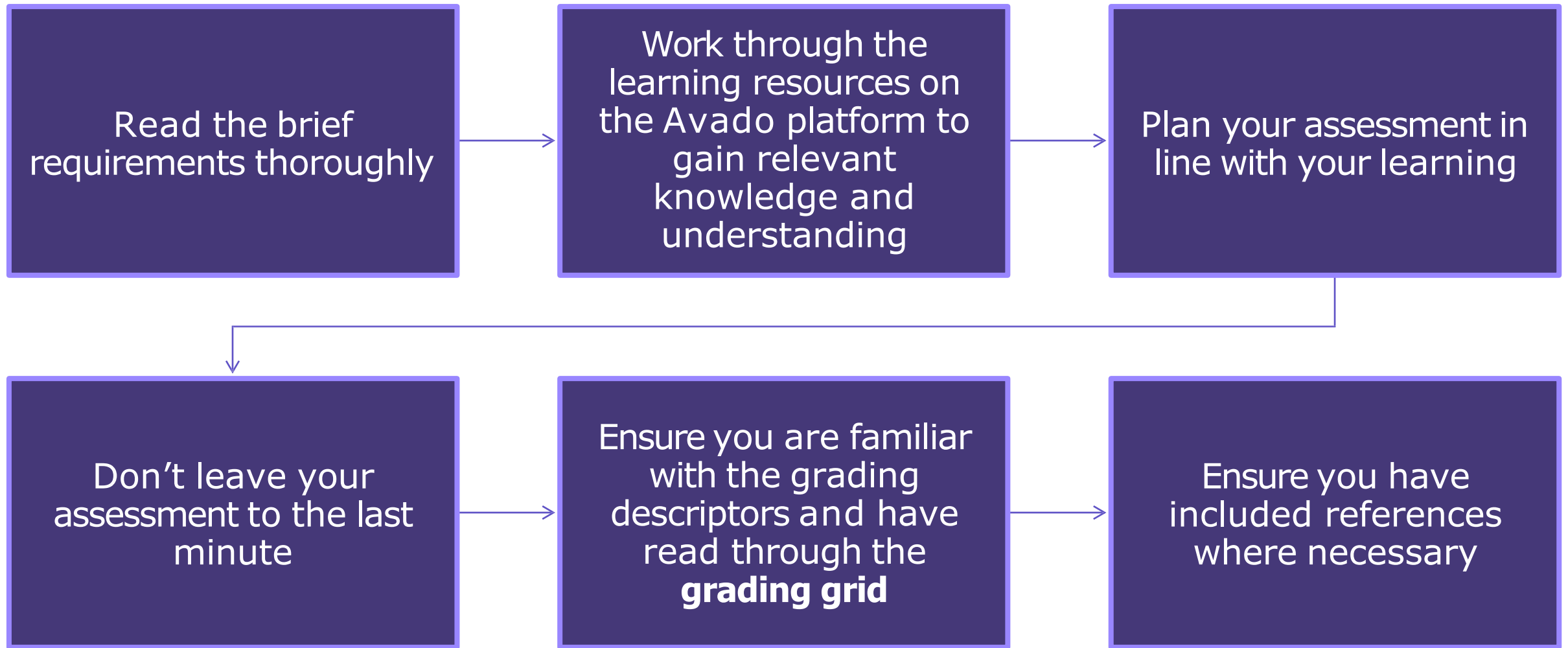
Word count policy & Guidance:
This can be found in the getting started area and also the Help Centre on the Hub

Submission file: (name your files as follows)

Task 1: 5CO03_Task1_[your name]

Task 2: 5CO03_Task 2_[your name]

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Next steps:

Read the brief requirements thoroughly	Work through the learning resources on the Avado platform to gain relevant knowledge and understanding	Plan your assessment in line with your learning
Don't leave your assessment to the last minute	Ensure you are familiar with the grading descriptors and have read through the **grading grid**	Ensure you have included references where necessary

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Question time

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