

5HR03 Reward for Performance and Contribution

Assessment Submission Checklist

Use this checklist to ensure all 10 assessment criteria requirements are addressed before final submission. This unit covers reward principles, pay structures, contingent rewards, benefits, recognition schemes, benchmarking, job evaluation, and legislative requirements.

Section 1: Principles of Reward

AC 1.1 - Explain the Principles of Reward and Its Importance to Organisational Culture and Performance Management	
<input type="checkbox"/>	PRINCIPLES OF REWARD explained:
<input type="checkbox"/>	- Fairness (external market norms, internal equity)
<input type="checkbox"/>	- Equity (skills, experience, achievement)
<input type="checkbox"/>	- Transparency (clear communication of reward systems)
<input type="checkbox"/>	LINK TO ORGANISATIONAL CULTURE explained
<input type="checkbox"/>	- How reward shapes employee attitudes and behaviours
<input type="checkbox"/>	LINK TO PERFORMANCE MANAGEMENT explained
<input type="checkbox"/>	- How reward promotes desired work conduct
<input type="checkbox"/>	Applied to case study/organisation context

AC 1.2 - Assess the Contribution of Extrinsic and Intrinsic Rewards to Improving Employee Contribution and Sustained Organisational Performance	
<input type="checkbox"/>	EXTRINSIC REWARDS defined (salary, bonuses, benefits, promotions)
<input type="checkbox"/>	Advantages of extrinsic rewards discussed

<input type="checkbox"/>	Disadvantages of extrinsic rewards discussed
<input type="checkbox"/>	INTRINSIC REWARDS defined (autonomy, growth, recognition, meaning)
<input type="checkbox"/>	Advantages of intrinsic rewards discussed
<input type="checkbox"/>	Disadvantages of intrinsic rewards discussed
<input type="checkbox"/>	Impact on EMPLOYEE CONTRIBUTION assessed
<input type="checkbox"/>	Impact on SUSTAINED ORGANISATIONAL PERFORMANCE assessed
<input type="checkbox"/>	Balance between extrinsic and intrinsic discussed
<input type="checkbox"/>	Applied to case study/organisation context

Section 2: Pay Structures, Contingent Rewards, Benefits and Recognition

AC 2.1 - Explain the Differences Between Types of Grade and Pay Structures	
<input type="checkbox"/>	MULTI-GRADED PAY STRUCTURE explained
<input type="checkbox"/>	- Advantages discussed
<input type="checkbox"/>	- Disadvantages discussed
<input type="checkbox"/>	BROAD-BANDED PAY STRUCTURE explained
<input type="checkbox"/>	- Advantages discussed
<input type="checkbox"/>	- Disadvantages discussed
<input type="checkbox"/>	KEY DIFFERENCES clearly articulated
<input type="checkbox"/>	Applied to case study/organisation context

AC 2.2 - Explain How Contingent Rewards Can Impact Individual, Team and Organisational Performance	
<input type="checkbox"/>	Contingent rewards concept explained
<input type="checkbox"/>	PERFORMANCE-RELATED PAY (PRP) explained
<input type="checkbox"/>	- Impact on INDIVIDUAL performance
<input type="checkbox"/>	- Impact on TEAM performance
<input type="checkbox"/>	- Impact on ORGANISATIONAL performance
<input type="checkbox"/>	SKILL-BASED PAY (SBP) explained
<input type="checkbox"/>	- Impact on INDIVIDUAL performance
<input type="checkbox"/>	- Impact on TEAM performance
<input type="checkbox"/>	- Impact on ORGANISATIONAL performance
<input type="checkbox"/>	Advantages and disadvantages discussed
<input type="checkbox"/>	Applied to case study/organisation context

AC 2.3 - Explain the Merits of Different Types of Benefits Offered by Organisations	
<input type="checkbox"/>	BENEFIT TYPE 1: Paid-Leave Benefits
<input type="checkbox"/>	- Merits explained (work-life balance, retention, engagement)
<input type="checkbox"/>	BENEFIT TYPE 2: Health and Well-Being Benefits
<input type="checkbox"/>	- Merits explained (productivity, reduced absence, employer branding)
<input type="checkbox"/>	Additional benefit types discussed if applicable
<input type="checkbox"/>	Impact on employee satisfaction and retention

<input type="checkbox"/>	Applied to case study/organisation context
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AC 2.4 - Explain the Merits of Different Types of Recognition Schemes Offered by Organisations	
<input type="checkbox"/>	RECOGNITION SCHEME 1: Public Recognition
<input type="checkbox"/>	- Merits/importance explained
<input type="checkbox"/>	- Risks and challenges discussed
<input type="checkbox"/>	RECOGNITION SCHEME 2: Cash and Non-Cash Awards
<input type="checkbox"/>	- Merits/importance explained
<input type="checkbox"/>	- Risks and challenges discussed
<input type="checkbox"/>	Examples provided for each scheme
<input type="checkbox"/>	Impact on employee morale and workplace culture
<input type="checkbox"/>	Applied to case study/organisation context
<input type="checkbox"/>	Formal vs informal recognition distinguished if applicable

Section 3: Business Context, Benchmarking, Job Evaluation and Legislation

AC 3.1 - Assess the Business Context of the Reward Environment	
<input type="checkbox"/>	INTERNAL FACTORS assessed:
<input type="checkbox"/>	- Organisational culture
<input type="checkbox"/>	- Financial constraints/budget
<input type="checkbox"/>	- Impact on reward environment explained
<input type="checkbox"/>	EXTERNAL FACTORS assessed:
<input type="checkbox"/>	- Industrial/sector trends
<input type="checkbox"/>	- Regional pay differences
<input type="checkbox"/>	- Impact on reward environment explained
<input type="checkbox"/>	Applied to case study/organisation context

AC 3.2 - Evaluate the Most Appropriate Ways in Which Benchmarking Data Can Be Gathered and Measured to Develop Insight	
<input type="checkbox"/>	Benchmarking concept explained
<input type="checkbox"/>	METHOD 1: Industry Salary and Reward Surveys
<input type="checkbox"/>	- Advantages discussed
<input type="checkbox"/>	- Disadvantages discussed
<input type="checkbox"/>	METHOD 2: Internal Payroll Data and Exit Interviews
<input type="checkbox"/>	- Advantages discussed
<input type="checkbox"/>	- Disadvantages discussed
<input type="checkbox"/>	EVALUATION of methods provided
<input type="checkbox"/>	RECOMMENDATION for most appropriate approach

AC 3.3 - Explain Approaches to Job Evaluation	
<input type="checkbox"/>	Job evaluation concept explained
<input type="checkbox"/>	ANALYTICAL APPROACH: Point Factor Method
<input type="checkbox"/>	- How it works explained
<input type="checkbox"/>	- Advantages and disadvantages discussed
<input type="checkbox"/>	NON-ANALYTICAL APPROACH: Job Ranking Method
<input type="checkbox"/>	- How it works explained
<input type="checkbox"/>	- Advantages and disadvantages discussed
<input type="checkbox"/>	RECOMMENDATION for most suitable approach
<input type="checkbox"/>	Applied to case study/organisation context

AC 3.4 - Explain the Legislative Requirements That Impact Reward Practice	
<input type="checkbox"/>	LEGISLATION 1: Equality Act 2010
<input type="checkbox"/>	- Key provisions explained (equal pay, protected characteristics)
<input type="checkbox"/>	- How it affects reward practice
<input type="checkbox"/>	LEGISLATION 2: National Minimum Wage Act 1998
<input type="checkbox"/>	- Key provisions explained (minimum pay rates)
<input type="checkbox"/>	- How it affects reward practice
<input type="checkbox"/>	Consequences of non-compliance discussed
<input type="checkbox"/>	Applied to case study/organisation context
<input type="checkbox"/>	Additional legislation if applicable (Working Time Regulations, etc.)

General Submission Requirements

Formatting, Referencing & Presentation	
<input type="checkbox"/>	All 10 assessment criteria questions answered
<input type="checkbox"/>	Clear headings/AC references link responses to questions
<input type="checkbox"/>	Word count within requirements (not exceeding by >10%)
<input type="checkbox"/>	In-text references included throughout
<input type="checkbox"/>	Full bibliography/reference list at end
<input type="checkbox"/>	Harvard referencing format used correctly
<input type="checkbox"/>	CIPD resources and factsheets cited
<input type="checkbox"/>	UK legislation correctly referenced
<input type="checkbox"/>	Case study/organisation context applied throughout
<input type="checkbox"/>	Document proofread for errors

Key Concepts Summary

- Reward principles = Fairness, Equity, Transparency
- Extrinsic rewards = Tangible (salary, bonuses, benefits, promotions)
- Intrinsic rewards = Intangible (autonomy, growth, recognition, meaning)
- Multi-graded structure = Multiple pay bands with defined progression
- Broad-banded structure = Fewer, wider bands with flexibility
- Performance-related pay (PRP) = Pay linked to performance outcomes
- Skill-based pay (SBP) = Pay linked to skills/competencies acquired
- Contingent rewards = Pay/benefits directly linked to performance
- Job evaluation = Systematic process to determine job worth
- Point factor method = Analytical, quantitative job evaluation
- Job ranking method = Non-analytical, comparative approach
- Benchmarking = Comparing compensation against industry standards

Key UK Legislation to Reference

- Equality Act 2010 - Equal pay, protected characteristics, discrimination
- National Minimum Wage Act 1998 - Minimum pay requirements
- Employment Rights Act 1996 - General employment rights
- Working Time Regulations 1998 - Working hours and leave entitlements
- Pensions Act 2008 - Auto-enrolment requirements

Key CIPD Resources to Reference

- CIPD Factsheet: Strategic & Total Reward
- CIPD Factsheet: Pay Structures and Pay Progression

- CIPD Factsheet: Performance Related Pay
- CIPD Factsheet: Reward Management
- CIPD Factsheet: Employee Benefits
- CIPD Viewpoint: Organisational Culture

Submission Sign-Off

Completed by:	
Date:	
Word count:	
All checklist items completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ready for submission:	<input type="checkbox"/> Yes <input type="checkbox"/> No