

Student User Manual for Accredited Online Courses

Step 1

Send your CV or a basic information to admissions@oxfordce.co.uk

| | |
|--|--|
| Title | |
| First name | |
| Last name | |
| Date of birth | |
| Mobile /WhatsApp | |
| Email | |
| Country | |
| Which Course Are You Interested in Studying? | |

Step 2

College will register and send you a Code to log in
studentportal.oxfordce.co.uk

OR

<http://studentportal.oxfordce.co.uk/customer/account/login/>

Step 3 Dashboard

Once you have logged in, you are greeted with a personal dashboard. From here you can edit your profile, purchase course material, view webinars and tutor support and enter online forums dedicated to supporting your study.

Beneath the four main options on your dashboard, you can see any scheduled upcoming webinars, view pre-recorded webcasts and view any notes or bookmarks you make throughout your study in all in one place.

Step 4 My Profile / Account Information

Here is where your personal information is kept. From here you can edit your personal information and upload a profile picture for online interaction through the forum. You can also view and manage any orders you have made by clicking the “My Orders” tab at the top of the screen. The Newsletter option allows you to manage your subscriptions.

Step 5 My Courses

From here you can view your progress and enter your study material. If you are currently studying modules and not an entire course, this page merely shows you the level of study you are taking part in. The progress bar shows you how far through the course you are and you can access or purchase an assessment, view your progress in more detail or click to learn by following the online indicators.

Step 6 Learn

Here you will find a list of your modules. You can show or hide those that you have passed by clicking the indicator featured above the module listing. To start or continue your study, click the title of the module or ‘View Module Lessons’.

Once you have entered the module, you will find a left hand menu listing all associated lessons, course modules and links to the latest discussions in the social forum. You can engage with a discussion by clicking the topic link.

The right hand menu gives you access to online support with links to all tutors who specialise in the topics featured in the module.

Click on ‘First Lesson’ to begin learning.

Step 7 Bookmarks, Notes, Forum

As your study is broken up into lessons, you have the ability to add bookmarks, copy text to your personal online notebook and ask a question about the lesson content from the right hand menu featured on lesson pages.

The following image is an example page showing lesson content whilst learning.

Your Lessons

Performance Management

Performance Management

Performance Appraisals

The Skills Required to Carry Out an Effective Appraisal Interview

Setting Objectives

The Culture of the Organisation

Remedying Poor Performance

Rewarding Performance

Motivation

Continuous Professional Development

Summary

[View all modules.](#)

Forum Links

LATEST TOPICS

[HR Planning lesson in strategic HRM module](#)

[managing in today's world](#)

[where is everybody from?](#)

[Marketing mix](#)

[View All Topics](#)

Performance Management

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Before we can explore the concept of performance management we need to understand the concept. What is performance management? Armstrong and Baron (2004) answer this question with the following definition:

'It is a process which contributes to the effective management of individuals and teams in order to achieve high levels of organisational performance. As such, it establishes shared understanding about what is to be achieved and an approach to leading and developing people which will ensure that it is achieved.'

Let us take a moment to look at this definition in some more detail. Performance management is about managing people. It is about ensuring that their contribution to the organisation is as effective as possible.

The purpose of performance management is to have a positive effect on organisational performance. The presumption here is that an organisation with highly performing people will become more effective.

There is a shared understanding. Performance management is not only about telling employees what they have to do; it is also about listening to employees and understanding their views. In this way, there is a shared understanding about what can be achieved.

The performance management process is about:

- Leading people and developing them
- Giving individuals direction so that they can be more effective
- Investing in people

The CIPD (2012) guidelines go on to explain more about performance management. They say:

Performance management should be:

- **Strategic** – it is about broad issues and long-term goals
- **Integrated** – it should link various aspects of the business, people management, individuals and teams

Performance management should incorporate:

- **Performance improvement** – throughout the organisation, in respect of individual, team and organisational effectiveness
- **Development** – unless there is continuous development of individuals and teams, performance will not improve
- **Managing behaviour** – ensuring that individuals are encouraged to behave in a way that allows and fosters better working relationships

It becomes apparent, therefore, that performance management consists of a number of different processes being brought together. The processes of setting goals, setting individual objectives, appraisals, development and reward are all part of the overall performance management process.

We will start our study of the performance management process by looking at the performance management cycle.

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Add bookmark



Copy to notebook



Ask forum

Add bookmark

Copy to notebook

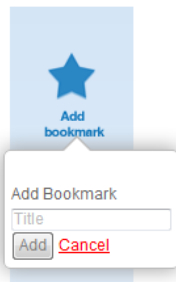
Ask in Forum

List of Module Lessons

View all Modules

Forum Links

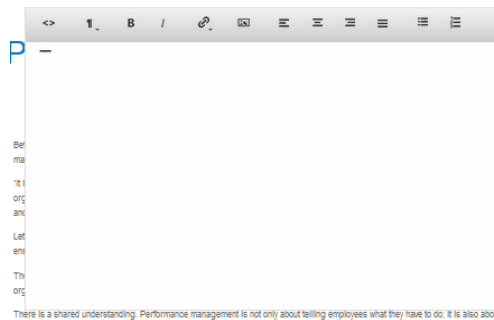
To add bookmark



Click 'Add Bookmark' and enter the title. All bookmarks will be documented on your dashboard under "My Bookmarks".

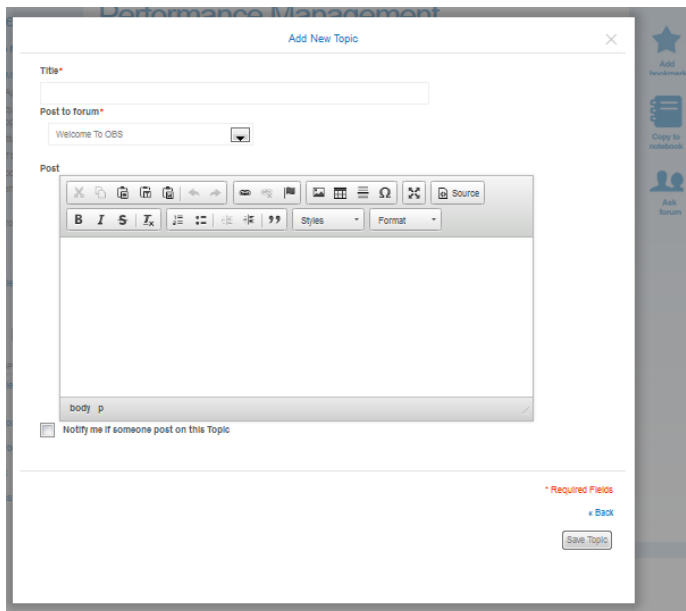
To copy text to note book.

Click 'Copy to notebook' and a light box will appear. You can move the light box around by clicking and dragging in the grey area. Select the text you wish to copy and paste in the text box, or type freely any notes you wish to take. All notes will be saved on your dashboard under 'My Notes'.



notebook' and a light box can move the light box drag in the grey area. wish to copy and paste in type freely any notes you notes will be saved on your 'My Notes'.

To ask a question in the forum from lesson page.



Click 'Ask Forum' and a light box will appear giving you all you need to post a message/start a topic on any queries you have regarding the lesson content you are currently studying to support fast social learning and online support.

Step 8 Assessments

From the 'My Courses/My Modules' page, you can click on Assessments to view all assessments for your course modules. Here you will have the opportunity to purchase or complete an assessment you have already purchased by following the online instructions. Should you fail, assessments will be highlighted in red and you can re purchase that assessment from the options drop down, or in the unlikely event that your assessment has been jeopardised, appeal the decision of your mark.

Step 9 Visit Forums

The forum is the online space for students to discuss their study materials. Here students are expected to develop learning groups for socially enhanced study. Here, tutors have the ability to talk to students about what they have to offer to support them in their studies.

To post a reply or add a new topic in a forum;

1. Click on Forums in the top level menu or 'Visit Forums' in the left hand menu on the dashboard.
2. Click on the level of study you provide, postgraduate or Undergraduate.
3. Click on a subject area.
4. Click on a Topic that is relevant to your service/knowledge or click 'Add New Topic' to start a new discussion. Follow the directions to enter content online.
5. Click "Reply to post" and enter the content for discussion.

Programmes

From here, students have the opportunity to purchase more study modules or courses.

If you require any help in using the portal, please contact the student support team.

Any questions please email to admissions@oxfordce.co.uk