RemoteHeR · Module 6 · Assessment brief

ASSESSMENT BRIEF · ARTEFACT 6 OF 7

Policy, compliance note and audits



Four pieces for one fictitious company, plus a short written account. Most of it comes from your activities. Plus the module test, with unlimited attempts.

DRAFT – partner review

Drafted from the Module 6 curriculum and Paderborn's lesson materials. Paderborn University (build lead) to review before release.

How this is marked

Complete, or not yet complete. No score, no percentage, no ranking. If something is missing your tutor names the checklist point and says what would satisfy it, within ten working days. You resubmit that piece, not the whole artefact, as many times as you need.

There is nothing to arrange

You work alone, in your own time. The company, the job description and the payroll data are all supplied. You do not need a colleague, a workplace or anyone's real data.

The company

Tinted Glass Services is a fictitious SME of about sixty people. It is introducing hybrid and fully remote work in your country, it holds HR data in a shared HR system, and it is about to advertise a People Operations Coordinator role. It has no in-house lawyer, which is why it needs your work.

What you produce

	The piece	Roughly	Where it comes from
1	A remote work policy for Tinted Glass Services, written for your own country	3 to 4 pages	Remote work policy template; activities 6.1, 6.2 and 6.4
2	A GDPR compliance note for the HR data the policy creates: data processed, lawful basis, retention and residual risk	1 to 2 pages	GDPR compliance note template; activity 6.3

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3	A bias audit of the supplied job description: comments and a tracked-changes rewrite	1 to 2 pages	Bias audit sheet; activity 6.6
4	A pay equity analysis: the gap, what it means, the obligation, and your recommendation	1 page plus the workbook	Pay gap calculation workbook; activity 6.5
5	A short written account of the decisions you made, including what you escalated and why	about half a page	Your own reasoning; the Thirty days decision log can help

The five checklist points

These are the only things being checked.

- ☐ The policy covers the elements required in the learner's own country
- ☐ The compliance note states data processed, lawful basis, retention and residual risk
- ☐ The bias audit identifies exclusionary wording and rewrites it
- ☐ The pay gap is calculated correctly and the obligation is stated
- ☐ The short written account of the decisions is included

The one that catches most people

The fourth. A correct percentage is only half of it. Say what the figure shows and does not show, state the obligation: a joint pay assessment is required where a difference of at least 5 per cent in a category of workers is not justified by objective, gender-neutral criteria and not remedied within six months of the pay report (Directive (EU) 2023/970, Article 10), and say what you would check in your country's transposition.

What a strong artefact does

- Names the source for each national point, and marks clearly what was escalated instead of guessing.
- Uses the same company and the same facts in all four pieces, so they read as one piece of work.
- Keeps the original wording visible in the bias audit, so a reader can see each change.
- Treats the pay gap as evidence that needs explaining, not as proof of anything.

How to submit

1. Put pieces 1, 2, 3 and 5 in one document, or upload them as separate files.
2. Upload the workbook for piece 4 and the job description with tracked changes as they are.
3. Add a two-line note if you used your own country's annex or other national sources.
4. Submit on the Module 6 artefact page. Keep a copy: it goes into your Module 7 portfolio as piece 6.

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