Assignment front sheet

Qualification		Unit number and title	
Pearson BTEC HNC in Computing and Systems Development		Unit 1: Business Skills for e-commerce	
Student name		**Assessor name**	
		Christina Morrissey and Derek Peacock	
Date issued	**Completion date**	**Submitted on**	
12/Jan/16	09/Feb/16		

Assignment title	Assignment 1: Fundamentals of organisations

LO	Learning outcome (LO)	AC	In this assessment you will have the opportunity to present evidence that shows you are able to:	Task no.	Evidence (Page no)
LO1	Understand the structure and aims of business organisations	1.1	Assess an organisation's core business functions	1	
		1.2	Evaluate an organisation's business aims and show how they relate to stakeholders	2	

Learner declaration

I certify that the work submitted for this assignment is my own and research sources are fully acknowledged.

Student signature: Date:

In addition to the above PASS criteria, this assignment gives you the opportunity to submit evidence in order to achieve the following MERIT and DISTINCTION grades		
Grade Descriptor	**Indicative characteristic/s**	**Contextualisation**
M1 Identify and apply strategies to find appropriate solutions	Relevant theories and techniques have been applied	Create a (PEST) analysis for your chosen organisation. The PEST analysis needs to be split into four boxes describing Political, Economic, Social and Technological aspects.
M2 Select/design and apply appropriate methods/techniques	**Not this assignment**	
M3 Present and communicate appropriate findings	The appropriate structure and approach has been used	To achieve M3 – Your PowerPoint or report should be presented in a style and format that is appropriate for presentation to the Board of Directors and shareholders. You will be asked to present your findings to your peers and teacher.
D1 Use critical reflection to evaluate own work and justify valid conclusions	**Not this assignment**	
D2 Take responsibility for managing and organising activities	**Not this assignment**	
D3 Demonstrate convergent/lateral/ creative thinking	**Not this assignment**	

Assignment brief

Unit number and title	Unit 1: Business Skills for E-Commerce
Qualification	Pearson BTEC in Computing and Systems Development
Start date	12/Jan/2016
Deadline/hand-in	09/Feb/16
Assessor	Christina Morrissey and Derek Peacock

Assignment title	Assignment 1: Fundamentals of organisations

Purpose of this assignment
To enable students to obtain a foundation knowledge of how organisations operate and additionally the range of organisation types.

Scenario 1

Study the business where you either currently work or have worked, or have some knowledge and interest in.

Scenario 2

Study the business of a Further Education College, University or alternative educational organisation.

Scenario 3

Study the business of a charitable organisation.

Task 1 (LO1 M1)

Create a PowerPoint or report which provides details of your chosen business. Include in your PowerPoint or report a summary of the organisation, its type, aims and if available their mission statement.

To achieve M1, create a (PEST) analysis for your chosen organisation. The PEST analysis needs to be split into four boxes describing Political, Economic, Social and Technological aspects.

Task 2 (LO1 1.1)

Continue with your PowerPoint or report and assess your chosen organisations core business functions, eg Sales, Marketing, Administration, HR, Finance, Payroll, IT Support, Management, MIS (Management information systems), core business function, eg teaching.

Task 3 (LO1 1.2)

Continue with your PowerPoint or report and evaluate your chosen organisations business aims and show how they relate to the stakeholders.

Task 4 (LO1 M3)

Create a professional report or PowerPoint to a high standard, using formatting and using a structure. Present your findings to your peers and teacher in a 5 – 10 minute presentation.

Evidence checklist	Summary of evidence required by student	Evidence presented
	• PowerPoint with speaker notes or a formal report	

Sources of information:

http://www.mindtools.com/index.html

Achievement Summary

Qualification	Pearson BTEC HND Diploma in Computing and Systems Development	Assessor name	
Unit Number and title	Unit 1: Business Skills for E-Commerce	Student name	

Criteria Reference	To achieve the criteria the evidence must show that the student is able to:	Achieved? (tick)
LO1	Understand the structure and aims of business organisations	
1.1	Assess an organisation's core business functions	
1.2	Evaluate an organisation's business aims and show how they relate to stakeholders	

Higher Grade achievements (where applicable)			
Grade descriptor	Achieved? (tick)	**Grade descriptor**	Achieved? (tick)
M1: Identify and apply strategies to find appropriate solutions		**D1: Use critical reflection to evaluate own work and justify valid conclusions**	
M2: Select / design and apply appropriate methods / techniques		**D2: Take responsibility for managing and organising activities**	
M3: Present and communicate appropriate findings		**D3: Demonstrate convergent /lateral / creative thinking**	

Assignment Feedback

Formative Feedback: Assessor to Student

Action Plan

Summative feedback

Feedback: Student to Assessor
Feedback from moderator if assignment sampled

Assessor Signature		Date	
Student Signature		Date	
Moderation signature		Date	