**Level 2 Business and Administration**

# Sample Assessment task: notes for tutors

## Unit Title: Understanding Business Organisations

## Unit Code: T/615/7618

This is a scenario-based assignment which gives your learners the opportunity to demonstrate their understanding of business organisations. The same scenario is used in the sample assignment for ‘Effective Communication in the Workplace’.

The assignment is focused on the creation of an easy-read guide which is designed to meet all the evidence requirements of this unit and also provide evidence for Effective Communication in the Workplace, L/O3 Use appropriate forms of written communication. With appropriate guidance evidence produced in this assignment could be used to contribute to the Merit criteria (where more than 1 document is required) and fulfil Distinction criteria.

If you choose to use this sample assignment, you should feel free to adapt the scenario or forms of evidence to make it more relevant to or appropriate for your learners. For example, you could decide to use a case study with several business organisations with different types of ownership and structures. Visits to local organisations would aid understanding. Alternatively, leaners may be familiar with some organisations through family or friends or work experience and may wish to explore these and use them as examples in their evidence. The use of the college/training provider as an example may be relevant and provide an appropriate contrast.

Tutors should check that learners have included all the evidence they need to achieve the unit. If a significant aspect has not been addressed, learners should be given an additional opportunity to cover this aspect, e.g. through a short question and answer.

Additional tasks are provided to enable learners to achieve Merit and Distinction. These are signposted. The assignments submitted by learners must achieve the learning outcomes and meet the standards specified by the assessment criteria for the unit as outlined below. To achieve a merit or distinction grade, the learners must demonstrate that they have achieved all the criteria set for these grades. Where work for the pass standard is marginal, assessors can take account of any extension work completed by the learners.

Tutors may remove these additional tasks or make them compulsory depending on the abilities of students.

# Level 2 Business and Administration

## Understanding Business Organisations (T/615/7618)

**Developing *guidance* material for young people hoping to set up a business**

**Background**

A UK charity, “Let’s get working”, supports young people who want to set up their own business – or work in a business environment. They have just received a significant donation and want to use this money to expand their services, supporting more young people to develop their business ideas and employment possibilities. They have decided to offer a one-day workshop to any young person with a viable business idea and have asked you to develop materials.

**Task: Create an easy-read guide to business organisations for young people**

You have been asked to create an easy-read guide to show how business organisations work. You have been given the section headings and some bullets points about what to cover. It is your job to come up with the content to go under the headings.

You can use a combination of text and diagrams or pictures; the key thing is to make it all very clear. It should be professionally presented and suitable for young people.

*Create your easy-read guide using the headings below:*

|  |
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| 1. **Why do organisations set aims and objectives?** You should make sure you  * explain why organisations set aims and objectives * Identify the aims of objectives of different types of business organisation   *If you are aiming for a* ***Merit:***  *Select two contrasting business organisations which you know well and compare their aims and objectives.*   1. **Who owns business organisations?** You should make sure you  * describe the different types of business ownership. * use examples to outline why there are these differences? Why do different organisations have different types of ownership?  1. **How are businesses structured?**   You should make sure you:   * create an organisational chart showing the different functional areas (e.g. accounts, sales, etc) for a business you know * for each functional area, identify what it does (what is its key role in the organisation)   *If you are aiming for a* ***Merit:***  *Select two contrasting organisations which you know well and compare their different organisational structures.*  *If you are aiming for a* ***Distinction:***  *Select two contrasting organisations which you know well and explain how the ownership, aims and objectives and structures are linked.*   1. **How are organisations run?**   Organisations need to be well run to be successful. A key part of this is good administration. So that people understand the importance of administration you should make sure you   * identify different administrative skills that people need to work in organisations and how these skills contribute to the success of organisations. * describe different administrative processes and how they contribute to ensuring the organisation is well run * explain why good administration is so important to the success of a business   *If you are aiming for a* ***Merit:***  *Select one organisation you know well and explain how the administrative processes within three different functional areas contribute to its success.*  *If you are aiming for a* ***Distinction:***  *Select two contrasting organisations you know well and evaluate the administrative efficiency. What impact does this have on the success of the organisation?*  . |