

WORK-BASED ASSIGNMENT: M3.01

Centre Number	Centre Name
Candidate Registration No	Candidate Name
<p>TASK Identify a workplace problem facing you or your team (or a team within another organisation if you are currently unemployed) and examine ways to resolve it.</p> <p><i>For the purposes of this assignment, 'problem' may be interpreted as 'a deviation from the norm' OR 'an improvement opportunity' OR 'a potential or anticipated problem'.</i></p> <p>The 'nominal' word count for this assignment is 1200 words: the suggested range is between 1000 and 2000 words.</p> <p>Check your assignment carefully prior to submission using the assessment criteria.</p>	
<i>Please use the headings shown below when writing up your Assignment</i>	Assessment Criteria
<p>Background</p> <p>Briefly describe your organisation, what it does, and your role within it</p> <p><i>(min 2 marks required from 5 available)</i></p>	<ul style="list-style-type: none"> Context of assignment is provided
<p>Description of the problem</p> <p>Describe the problem, its nature, scope and impact</p> <p><i>(min 5 marks required from 15 available)</i></p>	<ul style="list-style-type: none"> The problem, its nature, scope and impact are described
<p>Analysis of the problem</p> <p>Gather and interpret information to identify possible options to solve the problem</p> <p><i>(min 8 marks required from 25 available)</i></p>	<ul style="list-style-type: none"> Information to identify possible solutions to a problem is gathered and interpreted
<p>Resolution of the problem</p> <p>Clearly state what you hope to achieve</p> <p>Generate and examine options for solving the problem using simple decision making technique(s) to arrive at the best solution</p> <p>State your chosen solution clearly and concisely</p> <p>Make sure that in this evaluation you identify any resource implications</p> <p><i>(min 10 marks required from 30 available)</i></p>	<ul style="list-style-type: none"> Briefly summarised the options providing facts and evidence not just opinion Used at least one simple decision making technique to evaluate options to arrive at the best solution
<p>Implementation and communication of the solution</p> <p>Provide an action plan for the implementation and communication of the solution</p> <p>Briefly describe the monitoring and review techniques you could use to evaluate the effectiveness of outcomes</p> <p><i>(min 8 marks required from 25 available)</i></p>	<ul style="list-style-type: none"> Planned the implementation and communication of the decision Briefly described which monitoring and review techniques which could be used to evaluate outcomes
<p>By submitting I confirm that this assessment is my own work</p>	

MARK SHEET: M3.01: WORK-BASED ASSIGNMENT

Centre Number		Centre Name		
Candidate Registration No		Candidate Named below confirms authenticity of submission NAME:		
Criteria	WBA Strengths	WBA Weaknesses	Assr mark	QA mark
Background <ul style="list-style-type: none"> • Context of assignment is provided 			/ 5 marks (min 2)	
Description of the problem <ul style="list-style-type: none"> • The problem, its nature, scope and impact are described 			/ 15 marks (min 5)	
Analysis of the problem <ul style="list-style-type: none"> • Information to identify possible solutions to a problem is gathered and interpreted 			/ 25 marks (min 8)	
Resolution of the problem <ul style="list-style-type: none"> • Briefly summarised the options providing facts and evidence not just opinion • Used at least one simple decision making technique to evaluate options to arrive at the best solution 			/ 30 marks (min 10)	
Implementation and communication of the solution <ul style="list-style-type: none"> • Planned the implementation and communication of the decision • Briefly described which monitoring and review techniques which could be used to evaluate outcomes 			/ 25 marks (min 8)	
(External) Assessor's Decision		Quality Assurance Use		
Total Marks	Outcome (circle as applicable)	Total Marks	Outcome (circle as applicable)	
Total 50+ overall, AND minimum in each section	PASS FAIL	Total 50+ overall, AND minimum in each section	PASS FAIL	
Section fail if applicable:		Date of QA check:		
Name of Assessor		Name of QA		
Assessor Signature		QA Signature		

