

## WORK-BASED ASSIGNMENT: M3.01

<b>Centre Number</b>	<b>Centre Name</b>
<b>Candidate Registration No</b>	<b>Candidate Name</b>
<p><b>TASK</b>          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>	<b>Assessment Criteria</b>
<p><b>Background</b>          Briefly describe your organisation, what it does, and your role within it  <i>(min 2 marks required from 4 available)</i></p>	<ul style="list-style-type: none"> <li>Context of assignment is provided</li> </ul>
<p><b>Description of the problem</b>          Describe the problem, its nature, scope and impact  <i>(min 8 marks required from 16 available)</i></p>	<ul style="list-style-type: none"> <li>The problem, its nature, scope and impact are described</li> </ul>
<p><b>Analysis of the problem</b>          Gather and interpret information to identify possible options to solve the problem  <i>(min 13 marks required from 26 available)</i></p>	<ul style="list-style-type: none"> <li>Information to identify possible solutions to a problem is gathered and interpreted</li> </ul>
<p><b>Resolution of the problem</b>          Clearly state what you hope to achieve          Generate and examine <b>options</b> for solving the problem using simple decision making technique(s) to arrive at the best solution          State your chosen solution clearly and concisely          Make sure that in this evaluation you identify any resource implications  <i>(min 15 marks required from 30 available)</i></p>	<ul style="list-style-type: none"> <li>Briefly summarised the options providing facts and evidence not just opinion</li> <li>Used at least one simple decision making technique to evaluate options to arrive at the best solution</li> </ul>
<p><b>Implementation and communication of the solution</b>          Provide an action plan for the implementation and communication of the solution          Briefly describe the monitoring and review techniques you could use to evaluate the effectiveness of outcomes  <i>(min 12 marks required from 24 available)</i></p>	<ul style="list-style-type: none"> <li>Planned the implementation and communication of the decision</li> <li>Briefly described which monitoring and review techniques which could be used to evaluate outcomes</li> </ul>
<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
<b>Background</b> <ul style="list-style-type: none"> <li>• Context of assignment is provided</li> </ul>			/ 4 marks (min 2)	
<b>Description of the problem</b> <ul style="list-style-type: none"> <li>• The problem, its nature, scope and impact are described</li> </ul>			/ 16 marks (min 8)	
<b>Analysis of the problem</b> <ul style="list-style-type: none"> <li>• Information to identify possible solutions to a problem is gathered and interpreted</li> </ul>			/ 26 marks (min 13)	
<b>Resolution of the problem</b> <ul style="list-style-type: none"> <li>• Briefly summarised the options providing facts and evidence not just opinion</li> <li>• Used at least one simple decision making technique to evaluate options to arrive at the best solution</li> </ul>			/ 30 marks (min 15)	
<b>Implementation and communication of the solution</b> <ul style="list-style-type: none"> <li>• Planned the implementation and communication of the decision</li> <li>• Briefly described which monitoring and review techniques which could be used to evaluate outcomes</li> </ul>			/ 24 marks (min 12)	

(Internal) Assessor's Decision		Quality Assurance Use	
<b>Total Marks</b>	<b>Outcome</b> (circle as applicable)	<b>Total Marks</b>	<b>Outcome</b> (circle as applicable)
Total 50+ overall, AND minimum in each section	<b>PASS</b> <b>FAIL</b>	Total 50+ overall, AND minimum in each section	<b>PASS</b> <b>FAIL</b>
Section fail if applicable:		Date of QA check:	
Name of Assessor		Name of QA	
Assessor Signature		QA Signature	