

Model Assignment

Issued October 2011

OCR Administration (Business Professional)

UNIT 23 (LEVEL 3) - LEGISLATION AFFECTING ORGANISATIONS

Please note:

This OCR model assignment may be used to provide evidence for the unit above. Alternatively, centres may wish to adapt this assignment or devise their own assignment for the purposes of assessment. It is the centre's responsibility to ensure that any adaptations made to this assignment allow learners to meet all the assessment criteria and provide them with sufficient opportunity to demonstrate achievement across the unit.

This unit has a credit value of 3 on the Qualifications and Credit Framework (QCF). The scheme codes for the OCR Administration (Business Professional) qualifications towards which successful completion of this unit assessment may contribute are:

OCR Scheme code	Qualification Title	Qualification Accreditation Number (QAN)
03956	OCR Level 2 Certificate in Administration (Business Professional)	500/6563/4
03957	OCR Level 2 Diploma in Administration (Business Professional)	500/6125/2
03958	OCR Level 3 Award in Administration (Business Professional)	500/6483/6
03959	OCR Level 3 Certificate in Administration (Business Professional)	500/6484/8
03963	OCR Level 3 Diploma in Administration (Business Professional)	500/6485/X
03966	OCR Level 4 Award in Administration (Business Professional)	500/6488/5
03967	OCR Level 4 Certificate in Administration (Business Professional)	500/6489/7
03968	OCR Level 4 Diploma in Administration (Business Professional)	500/6490/3

The QCA Accreditation Number for this unit is: **A/502/3859**

This OCR model assignment remains live for the life of these qualifications.

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G364 1110

Model Assignment: Tutor Information

OCR Administration (Business Professional)

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Introduction to the Tasks

The tasks have been designed to enable learners to demonstrate their skills, knowledge and understanding of professional administration in the business world. Learners will undertake a number of activities either in the workplace or college. The tasks can be carried out in relation to the fictitious company, Harbury plc, the college, the location of a work experience placement or a place of employment.

The tasks have been designed so that all of the assessment criteria in Unit 23 are addressed.

These guidance notes must be used in conjunction with the unit specification and Centre Handbook.

The Tasks

Task 1: Understand the effect of legislation on both the organisation and the individual

Assessment Criteria 1.1, 1.2, 1.3 and 1.4 are assessed in this task.

The learner should produce a leaflet explaining how legislation affects both the individual and the organisation. It should include sections on:

- ✓ key issues within equality and diversity legislation
- ✓ the importance of legislation to individual employees
- ✓ the importance of legislation to Harbury Office Services
- ✓ information on where to obtain further advice on employment, human rights, data protection and health and safety legislation.

The evidence for this task is a leaflet. Although attention should be paid to correct spelling and grammar to ensure that the end result is businesslike and fit for purpose, learners should concentrate on the content rather than format.

Task 2: Understand organisational rules and codes of behaviour

Assessment Criterion 2.1 is assessed in this task.

The second task focuses on internal regulations and codes of behaviour, which may or may not be formally written down within an organisation. As this is a subtle area where many learners may not have much experience, a useful group discussion could precede this task to establish what internal regulations and codes of behaviour are in place at Harbury Office Services.

Learners should then individually prepare the materials for a presentation, which the line manager, Phil Harbury, will give at the next staff meeting. The content of the presentation focuses on the purpose of organisational rules and codes of behaviour and learners should include:

- ✓ a critical analysis of the purpose of organisational rules and codes of behaviour

As for the first task, all materials prepared should be businesslike and fit for purpose but the assessment focus is on knowledge and understanding rather than formatting or presentation preparation skills. Speaker notes and slide contents will be sufficient evidence; these need not be produced on specialised presentation software.

Evidence will be the prepared materials.

Task 3: Carry out a risk assessment

Assessment Criterion 3.1 is assessed in this task.

In this task the learner must conduct a risk assessment of a typical office workstation and identify possible hazards to anyone working there. A suitable workstation should be provided for the learner to assess and the tutor should complete a Witness Statement confirming that the assessment was carried out in line with procedures.

Evidence will be the completed risk assessment and Witness Statement.

Scope of permitted Model Assignment modification

The model assignment is self-contained in its present form. The set of tasks form a coherent whole addressing all the Assessment Criteria [AC].

No changes to the Assessment Criteria are permitted. However, the model assignment can be changed in terms of the introductory scenario, which can be contextualised or amended. The scenario must still be set within a business context and must have a clear business purpose/objective.

The following would remain broadly the same, providing a common structure for the range of model assignments produced:

- individual learners' evidence for practical activities
- controls for task taking
- links to other unit assignments, learning and work experience

If modifications are made to the model assignment it is up to the centre to ensure that all assessment criteria are adequately covered.

Checklist of types of evidence

When completing this model assignment it may be possible to generate evidence for completing a task in a variety of formats. This list is not exhaustive and will depend on the approach taken to complete the task or model assignment. In some cases the task will require a specific format for the outcome and this will be clearly marked in the table with these items in bold.

Task activity	Examples of evidence – specifically required items in bold	Assessment Criteria coverage
Task 1 Understand the effect of legislation on both the organisation and the individual	<ul style="list-style-type: none"> • Leaflet 	<ul style="list-style-type: none"> • 1.1 • 1.2 • 1.3 • 1.4
Task 2 Understand organisational rules and codes of behaviour	<ul style="list-style-type: none"> • Presentation materials 	<ul style="list-style-type: none"> • 2.1
Task 3 Carry out a risk assessment	<ul style="list-style-type: none"> • Risk assessment • Witness Statement 	<ul style="list-style-type: none"> • 3.1

Witness Statement – Task 3

This form is to be used to testify or corroborate what has actually been observed.

Witnesses are people who can comment on work/performance/activities and can be:

- A qualified tutor/assessor
- Someone who has competence in the subject and a knowledge of the evidence requirements of the qualification.

AC 3.1	Task 3 – Carry out a risk assessment
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LEARNER NAME	
CENTRE NUMBER	
Date/s of activity	

ASSESSOR FEEDBACK

Assessment Criterion 3.1	
Carry out risk assessments in the workplace in accordance with organisational procedures	
Assessor comments	

GENERAL COMMENTS

I confirm that the learner above has achieved each of the Assessment Criteria listed whilst performing the tasks above.

Signed (Witness): _____

Name and position _____

Date: _____

Model Assignment: Learner Information

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UNIT 23 (LEVEL 3) - LEGISLATION AFFECTING ORGANISATIONS

Q *Do I have to pass this assignment?*

A Yes. You must pass this assignment to achieve the unit.

Q *What help will I get?*

A Your tutor will help you when completing the OCR model assignment and will make sure that you know what resources/facilities you need and are allowed to use.

Q *What if I don't understand something?*

A It is your responsibility to read the assignment carefully and make sure you understand what you need to do and what you should hand in. If you are not sure, check with your tutor.

Q *Can I use other people's work?*

A No. The work that you produce must be your own and you may be asked to sign a declaration confirming this. You should never copy the work of other learners or allow other learners to copy your work. Any information that you use from other sources, e.g. books, newspapers, professional journals or the Internet must be clearly identified and not presented as your own work.

Q *Can I work in a group?*

A Yes. However, if you work in a group at any stage you must still produce work that shows your individual contribution.

Q *How should I present my work?*

A You can present your work in a variety of ways, e.g. hand-written, word-processed, on video. However, what you choose should be appropriate to the task(s) and agreed with your tutor. For some work, e.g. presentations, role-play, work experience, you will need to provide proof that you completed the task(s). A witness statement or observation sheet will usually be used for this. If you are unsure, check with your tutor.

Q *When I have finished, what do I need to hand in?*

A You need to hand in the work that you have completed for each task. Do not include any draft work or handouts unless these are asked for. When you hand in your work make sure that it has your name and the unit title clearly marked and that it is in the correct order for assessment.

Q *How will my work be assessed?*

A Your work will be marked by an assessor in your centre. The assessor will mark the work using the assessment objectives in the qualification specification. The work will then be sent to an OCR Moderator to ensure that assessors from all centres are marking correctly. You have not passed this unit until this is confirmed by OCR.

Q *Will my work be returned?*

A Submitted work will not be returned so please ensure you keep copies of everything you produce.

Scenario

Harbury Office Services

You work as a senior administrative assistant for Harbury Office Services, which provides administrative and office support for other businesses. The owner, Phil Harbury, is concerned that many of the employees, especially new employees, do not seem to have much of an idea of the impact that legislation has on organisations.

Many of the employees seem to think that an organisation such as Harbury Office Services can just carry on without paying much attention to the wider external environment in which it operates. He thinks it is time that employees were made more aware of the wider influence of legislation on themselves and on the workplace.

Tasks

Task 1: Understand the effect of legislation on both the organisation and the individual

Assessment Criteria 1.1, 1.2, 1.3 and 1.4

Your task is to:

- prepare a leaflet to be distributed to staff which explains how legislation affects them and Harbury Office Services. It should include sections on:
 - ✓ key issues within equality and diversity legislation
 - ✓ the importance of legislation to individual employees
 - ✓ the importance of legislation to Harbury Office Services
 - ✓ information on where to obtain further advice on employment, human rights, data protection and health and safety legislation.

Your evidence will be a leaflet.

Task 2: Understand organisational rules and codes of behaviour

Assessment Criterion 2.1

The leaflet has been favourably received by the staff but Phil has now received some questions about the purpose of Harbury Office Services' internal regulations (e.g. rules on escorting visitors) and codes of behaviour (e.g. dress code). He has asked you to prepare the materials for a presentation which he will give at the next staff meeting which focuses on the purpose of such rules and codes.

Your task is to:

- prepare the materials for Phil's presentation. These should include:
 - a critical analysis of the purpose of organisational rules and codes of behaviour

Your evidence will be the materials that you have prepared.

Task 3: Carry out a risk assessment

Assessment Criterion 3.1

A temporary data input clerk will be starting this afternoon. Phil has asked you to conduct a risk assessment of their workstation, identifying the possible hazards to them.

Your task is to:

- carry out the risk assessment.

Your evidence will be:

- the completed risk assessment
- a Witness Statement.

Learner Evidence Checklist

OCR Administration (Business Professional)

UNIT 23 (LEVEL 3) - LEGISLATION AFFECTING ORGANISATIONS

LEARNER NAME: _____

CENTRE NUMBER: _____

Task 1 evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Leaflet	

Task 2 evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Presentation materials	

Task 3 evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Risk assessment	
<input type="checkbox"/> Witness Statement	

I confirm that the items listed above are attached. These have been assessed and provide sufficient evidence to demonstrate that the learner has achieved all of the assessment criteria for this unit.

Signed: _____

Name and position _____

Date: _____