

Model Assignment
Issued September 2017
Level 4 Diploma in Business and Administration

Unit 2 – Managing sustainability and risk

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.

The Ofqual Unit Reference Number is: **F/503/6144**

This OCR model assignment remains live for the life of this unit.

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Model Assignment: Tutor Information

Level 4 Diploma in Business and Administration

Unit 2 – Managing sustainability and risk

Introduction

Candidates are expected to evidence the application of knowledge in their own working environment. Where this is not possible candidates can choose an organisation in which to apply their knowledge providing this will allow all assessment criteria to be met.

Evidence can be presented in a number of ways which can be determined by the centre. These decisions should take into account the accessibility of the assessment requirements by individual candidates and the bespoke nature of a candidate or candidate group.

Evidence could be presented through assessed presentations, assessor observations, professional discussions or word processed documents. All evidence submitted must be legible.

For further guidance on what evidence is required please refer to the Evidence Checklist, which must be used in conjunction with this Model Assignment.

Candidates may be able to draw on previous experiences to demonstrate they can meet the assessment criteria. In this instance a professional discussion supported by applicable documentation could be accepted as suitable and adequate evidence, on the provision that all relevant assessment criteria are met. However, where higher level skills such as analysis and evaluation are required it is anticipated that this will be proven through additional evidence.

There are similarities between Unit 4 Culture and Ethics in a Business Environment assessment criteria 2.5 and assessment criteria 1.1 of this unit. There are also similarities between Unit 8 Managing Business Facilities assessment criteria 3.2, 3.3 and 3.5 and assessment criteria 1.1, 1.2 and 2.2 of this unit. Evidence can be used for more than one assessment criteria where appropriate.

Evidence from related NVQ units from the Level 4 National Standards can be used to infer understanding of this unit's content where appropriate.

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

There are opportunities for synoptic assessment within the scenario where one or more assessment criterion from the same or another unit may be met partially or in full.

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

Introduction for Learners

The aim of this unit is to develop an understanding of the relationship between an organisation's internal and external environment with regard to managing risks and sustainability.

Below you will find a scenario which will help enable you to demonstrate you have sufficient understanding of this unit's content to meet the unit aim.

This assessment is made up of two tasks. Each task has a set of instructions which you must follow. You should refer to the Evidence Checklist to ensure that you include all the evidence required to meet the assessment criteria and learning outcome for this unit.

Do not submit any assessment which does not include sufficient evidence to demonstrate you can meet each of the assessment criteria. If you were to do this then you would not pass this unit.

Included on page 6 is a list of key assessment words which will help you to understand what is expected of you.

The Tasks

Scenario

Your Senior Management Team (SMT) are ambitious in their aim to have the organisation recognised for its commitment to sustainability and Corporate Social Responsibility (CSR). SMT are aware that this does not just apply to the external business environment but also to the internal one, additionally they aim to ensure that the health and safety of their employees is not at risk whilst they are at work.

You have been asked to do some research so you can conduct two audits of your organisation which will help SMT to understand the organisations impact on its environment and how effective the organisation is at managing risks within the workplace. The source of your information will be your own organisation or an organisation with which you are familiar and have access to the information you require.

Task 1

This task relates to assessment criteria 1.1, 1.2 and 1.3.

To demonstrate you have the knowledge and understanding to be able to conduct a sustainability audit you need to demonstrate a good understanding of;

- the impact of organisations on the environment
- sustainability in business.

Task 2

This task relates to assessment criteria 2.1 and 2.2

To demonstrate you have the knowledge and understanding to be able to conduct a risk management audit you need to demonstrate a good understanding of assessing and managing risks in the workplace.

Glossary

Analyse	<i>Break a topic or issue down into parts and look at part in depth by considering questions such as “Why did x happen?”, “How did x affect the outcome?” Use evidence which supports and counters the argument and how they interrelate.</i>
Assess	<i>Consider how relevant, useful and effective something is in a given scenario. Both the positive qualities and the drawbacks are considered and a final justification for the decision or decisions must be provided.</i>
Compare/contrast	<i>Identify similarities and differences between two or more things or points of view. Identify those similarities or differences which are more important than others for the circumstances you are analysing.</i>
Describe	<i>Give an account, including all the relevant characteristics, qualities, or events.</i>
Discuss	<i>This is a written version of a debate. The case for and against a point of view or event including the advantages and disadvantages must be put using well-structured arguments. It must end with a conclusion.</i>
Explain	<i>To give account of the purposes or reasons for something.</i>
Explore	<i>Use a questioning approach, considering different points of view of an incident or issue, in order to come to a final view point.</i>
Identify	<i>This includes recognising, listing or naming of characteristics or key points to be considered; at level 4 this should also include the reasons for their inclusion in the list, etc.</i>
Evaluate	<i>An evaluation requires a verdict at the end of the research on whether the author agrees with the evidence and the justification for the decision. Therefore this incorporates a detailed investigation/exploration of different facets of the task. At level 4, this is unlikely to be less than a page of argument.</i>
Outline	<i>A short description of the main characteristics/points of an issue or subject. This should include interrelationships, without going into the minute detail of each one.</i>