

Level 4 Diploma in Administration for Executive Assistants

Assessment

Unit 2 Administration in Organisations

The assessment for Unit 2 is a report to the Board of Directors on specific aspects of the administration of an organisation. The report should be in the region of 2000 words (excluding Appendices and the Bibliography) and satisfy all learning outcomes by:

- Describing the nature of organisations within their wider economic and cultural context **(20 marks)**
- Explaining how systems and procedures can be used efficiently and improved **(30 marks)**
- Discussing the requirements of an effective office environment including legal, financial, ergonomic and health and safety consideration **(30 marks)**
- Describing administrative arrangements for devising, organising and recording a variety of business events **(20 marks)**

The assessment should be presented in the form of a management report under the following headings:

- Terms of Reference (request, objectives, purpose etc)
- Procedure (information gathering, sources, assistance etc)
- Findings (main body)
- Conclusions
- Recommendations
- References
- Appendices.