

## Level 4 Diploma in Administration for Executive Assistants

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### Assessment

#### Unit 5 Project Report

The assessment for unit 5 is a project report based on an actual organisation (possibly your own) of your choice, evidencing your application of learning across the programme syllabus.

Your report should include a separate reflective account, be in the region of 4000 words (excluding Appendices and the Bibliography) and satisfy all learning outcomes by:

- Defining objectives and critically analysing information given, in order to arrive at a practical and reasonable level evaluation of the problem
- Creating a number of workable solutions to meet economic, social and technical demands
- Selecting the best solution in the circumstances and supporting your choice by logical argument, using appropriate facts and figures
- Demonstrating an understanding of the subject areas covered in the syllabus and, in particular, the interrelationships of those subject areas
- Communicating ideas in the most effective manner, using diagrams and charts as well as the written word

Your reflective account is intended to demonstrate your learning through the experience of developing and applying knowledge and skills from producing the report. Whilst different models of reflection are available from the literature (e.g. Gibbs, 1988, Johns, 1994), you should:

- describe your experiences of writing the report
- reflect on what you were trying to achieve
- describe what was happening around and influencing you at the time
- propose alternative ways that you might have gone about the project
- review what you have learned from the experience and any actions you have taken as a result.

The assessment should be presented in the form of a work project report following IAM guidelines for this type of assessment. Marks including the Reflective Account will be allocated for:

- |   |                   |
|---|-------------------|
| • Format, language and presentation           | <b>(10 marks)</b> |
| • Description and definition                  | <b>(20 marks)</b> |
| • Research and evaluation                     | <b>(20 marks)</b> |
| • Sound argument and feasibility of reasoning | <b>(20 marks)</b> |
| • Quality of conclusions and recommendations  | <b>(20 marks)</b> |
| • General impression                          | <b>(10 marks)</b> |

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## Project report

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### Marking guide

Centre name: .....

Candidate forename: .....

Candidate surname: .....

Candidate number: .....

Element	Mark allocation	Mark awarded
Format, language and presentation	10	
Description and definition	20	
Research and Evaluation	20	
Sound argument and feasibility of reasoning	20	
Quality of conclusions and recommendations	20	
General impression	10	
<b>Total mark allocated</b>	<b>100</b>	

**Comments**

Assessor name: .....

Assessor signature: .....

Date .....

Moderator name: .....

Moderator signature .....

Date .....