

FOR CENTRE AND CANDIDATE USE - PLEASE PHOTOCOPY AS REQUIRED

OFFICE ADMINISTRATION STANDARD LEVEL
ORGANISING MEETINGS AND EVENTS (OPTIONAL MODULE) 5237

Assignment Cover Sheet for Candidates

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When submitting a copy of your assignment please complete this Assignment Cover Sheet and an S.A.R., which is completed by your tutor. By completing this form and submitting the assignment for assessment by CIE you confirm that the assignment is all your own work. Any work taken from another source has been appropriately referenced and acknowledged.

CIE Unique Candidate Identifier		
Centre No.	Year	Cand. No.
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Candidate Name	Date of Submission
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Please read this page and complete the grids on the next two pages, before handing in your assignment.

This form is designed to help you check that your work is complete and that you have covered all the required competence criteria. There are three pages in total. The assignment guidelines, available in the syllabus, provide full information for the completion of the assignment.

For this assignment you must present a written report which includes the following:

- a contents page
- an introduction (purpose of the assignment and an outline of the work to be included)
- evidence of the organisation and planning of a meeting - a clear explanation of the methods you have used
- a write-up (well summarised findings from the investigation)
- adequate coverage of the aims and objectives (these are listed on the next two pages)

In addition, your report should:

- be between 1400 - 1800 words long
- be word processed (legible hand writing is also acceptable)
- have a logical structure with clearly presented and explained sections
- have a bibliography (list of reference materials, publications and text books used as reference sources)
- have a clear, legible and business-like layout and format

Have these requirements been met? YES/NO

Comments:

Further details of the assignment requirements can be found in the syllabus section headed 'Assignment Guidelines'. A copy of the syllabus can be found at www.cie.org.uk.

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Assignment contents

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Organise a meeting. The resulting assignment must be produced as an individual written report. Any tasks or guidelines used by the Centre should be submitted with each candidate's submission. Business correspondence, agendas, minutes, reports or notes must be in a standard business layout.

You should go through the grids and indicate in the boxes where the evidence can be found. You may want to add a comment to explain your choice, but this is not always necessary.

Outline the importance of identifying and clarifying meeting requirements, and the importance of using appropriate communication methods and effective monitoring aids

		Page no.	Comments
1.1	<p>Identify and apply an understanding of meetings and events planning needs</p> <ul style="list-style-type: none"> • preliminaries: identify date, time, duration; venue, number of participants, refreshments, equipment, documentation and other material, deadlines, own responsibilities, inform reception of date and venue • meetings: book room, arrange refreshments, arrange car parking, re-direct telephone calls, book and check audio visual equipment, prepare necessary documents, monitor arrangements • documentation: prepare and check accuracy of documentation (i.e. agenda, notice of meeting, chairperson's agenda, reports) and complete within time scale, collate documents, despatch to participants • events: book venue, confirm arrangements and participant numbers, organise refreshments and any necessary equipment, prepare invitations, finalise venue details, prepare and provide directional maps and despatch final details to delegates if appropriate, confirm and co-ordinate with others • seminars and presentations: inform/invite delegates; book and prepare room, audio visual equipment and materials to be used; organise refreshments; provide administrative support 		
2.1	<p>Use of appropriate communication methods</p> <ul style="list-style-type: none"> • communication: oral and written communication, e.g. memorandums, business letters, reports; face-to-face; telephone calls, fax, e-mail; electronic booking of resources and attendance – virtual and on-line • formal/informal channels of communication; influence of hierarchy and effect of work roles and relationships upon the communication process 		
2.2	<p>Use efficient monitoring aids</p> <ul style="list-style-type: none"> • diaries and checklists: prepare and maintain master plan and organisation checklist, and other checklists, e.g. procedures and documentation • action plans, work schedules 		

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Organise and plan a meeting

		Page no.	Comments
1.1	As before - identify and apply an understanding of meetings and events planning needs		
1.2	identify sources of information and services <ul style="list-style-type: none"> • sources: directories, reference books, timetables, hotel guides, trade and professional magazines • local suppliers and services: venues, caterers, audio-visual equipment 		
2.1	As before - use of appropriate communication methods		
2.2	As before - use efficient monitoring aids		
2.3	Compile a portfolio of communications and monitoring evidence <ul style="list-style-type: none"> • memorandums and/or letters confirming action taken or to be taken, venue, dates, time, equipment, refreshments, numbers involved • summaries of face-to-face conversations and telephone conversations, indicating their dates, purpose/topics, agreements made • work schedule listing action taken before, during and after the meeting, conference or event; record of task monitoring and action plans • agenda of meeting, or notice of conference or event, and at least one set of meeting's minutes or notes • examples of invitations, or brief description of method used to invite members/participants to meeting, or event 		

Self Evaluation

	Comment on: <ul style="list-style-type: none"> • your approach to selecting information • the strengths and weaknesses of your report 		
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