Ofqual QAN	600/1325/4
Quartz ID	*SAMPLE*
Qualification	**Level 4 Diploma in Business**

Unit ID	*SAMPLE*
Assessment	**Organisational Culture and Collaboration**
Assessment Type	**Global Assignment**
Assessment Cycle	*SAMPLE*

Important notes

- Please refer to the *Assignment Presentation Requirements* for advice on how to set out your assignment. These can be found on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.

- You **must** read the NCC Education document *Academic Misconduct Policy* and ensure that you acknowledge all the sources that you use in your work. These documents are available on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.

- You **must** complete the *Statement and Confirmation of Own Work*. The form is available on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.

- **Please make a note of the recommended word count as stated in the brief. The maximum word count limit is the recommended work count plus 10% leeway. Submissions which exceed the maximum word count limit will be marked only up to the maximum word count limit. Any text that exceeds the maximum word count limit will not be marked. You must follow the note on word count as stated in the Submission Requirements section of the brief.**

- You must submit a paper copy and digital copy (on disk or similarly acceptable medium). Media containing viruses, or media that cannot be run directly, will result in a fail grade being awarded for this assessment.

- All electronic media will be checked for plagiarism.

Aim

The aim of this assignment is to assess your level of understanding of the key concepts discussed during this unit and to what extent you are able to apply them in a business context.

Instructions:

- Read the scenario carefully.
- Answer all five tasks.
- All responses must be applied to the scenario.
- Each task is worth 20 marks.
- The minimum word count for each task is 300 words.

Scenario

You have recently been appointed as a Team Leader at a medium-sized organisation called *Next Day Community Partnerships*, which supports community-based partnerships across public, private and voluntary sectors.

The organisation is undergoing an internal restructure. Employees from different departments and backgrounds are now working together for the first time, and cultural tensions are emerging across teams.

Differences in leadership expectations, collaboration styles, and values are beginning to impact project delivery.

You've been asked to lead a cross-functional team in preparing a briefing for senior management on how organisational culture affects collaboration, team cohesion and outcomes.

You also need to evaluate the current culture and advise on how to support cultural alignment and effective team practices during change.

Task 1 – 20 Marks

As part of your team's preparation, you are analysing the working culture at Next Day Community Partnerships.

Identify TWO (2) key components of organisational culture that are visible in the teams **and** analyse their influence on how day-to-day work is carried out.

Use specific examples from the Next Day Community Partnerships scenario to support your answer.

Task 2 – 20 Marks

During cross-team workshops, several team members have raised concerns about inconsistent expectations and decision-making.

Evaluate how organisational culture is influencing decision-making and organisational values within Next Day Community Partnerships.

Refer to how these cultural aspects are affecting your team's ability to complete collaborative tasks effectively.

Task 3 – 20 Marks

You have observed tension between departments that is limiting communication and slowing project progress.

Analyse how cultural misalignment may be impacting collaboration in Next Day Community Partnerships **and** identify ONE (1) leadership action that could support better cultural alignment and improve cohesion.

Task 4 – 20 Marks

The leadership team at Next Day Community Partnerships is exploring ways to improve collaboration during cultural change. They have asked you, as a team leader, to prepare a briefing note to share your thoughts on this with senior management.

Include the following in the briefing note:
- A professional style and layout.
- TWO (2) key principles that underpin team collaboration **and** an explanation of how these principles can improve collaboration during a cultural change.

Task 5 – 20 Marks

In a recent project meeting, conflict arose between staff from two different departments. Differences in communication styles and expectations were at the root of the issue.

You have been asked to mediate this conflict.

Write the script for the opening part of the mediation meeting. The script should include recognition of the conflict types, leadership techniques that will be used to address the conflict, and actions that will be taken during the mediation process to maintain team cohesion.

Guidance

Consult with your tutor if you are uncertain about any aspect of this assignment.

Submission Requirements

- You must submit a word-processed report.
- Your report should answer all tasks. The word count for your report is **1,500 words**.

Word Count

The word count for this assignment is **1,500 words**. Pay careful attention to the mark allocation for each task so you don't spend too much time on any ONE (1) section.

You **MUST** state the word count in the header of your assignment and declare the number of words on your assignment cover sheet. You **MUST** confirm that you have not exceeded the stipulated word limit by more than 10%.

Any words written beyond the stipulated limit will not be read by the examiners; no marks will be awarded, and no feedback provided for any text beyond the prescribed limit.

In accordance with accepted academic practice, the notion of a word count includes the following without exception:

- All titles or headings that form part of the actual text. This does not include the fly (or cover) page or reference list.
- All words that form the actual essay
- All words forming the titles for figures, tables, and boxes. However, this does not include the text within boxes, tables, or figures themselves.
- All in-text (bracketed) references
- All directly quoted material.

Candidate checklist

Please use the following checklist to ensure that your work is ready for submission.

Have you read the NCC Education document *Academic Misconduct Policy* and ensured that you have acknowledged all the sources that you have used in your work? ❑

Have you completed the *Statement and Confirmation of Own Work* form and attached it to your assignment? **You must do this.** ❑

Have you ensured that your work has not gone over or under the recommended word count by more than 10%? ❑

Have you ensured that your work does not contain viruses and can be run directly? ❑