



Ofqual QAN	<i>Sample</i>
Quartz ID	<i>Sample</i>
Qualification	Level 2 Diploma in Business

Unit ID	<i>Sample</i>
Assessment	Relationship Building in Business
Assessment Type	Global Assignment
Assessment Cycle	<i>Sample</i>

Sample Assignment Question Paper

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 *Campus*. Click on Policies and Advice in the left-hand menu and look under the Advice section.
- You must read the NCC Education documents 'What is Academic Misconduct? Guidance for Candidates' and 'Avoiding Plagiarism and Collusion: Guidance for Candidates' and ensure that you acknowledge all the sources that you use in your work. These documents are available on *Campus*. Click on Policies and Advice in the left-hand menu and look under the Policies section.
- You **must** complete the '**Statement and Confirmation of Own Work**'. The form is available on *Campus*. Click on Policies and Advice in the left-hand menu and look under the Policies section.
- **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.

Introduction

In this assignment you will be presented with TWO (2) workplace scenarios about the importance of building relationships in business.

Answer all questions. The word count for your assignment should be ONE THOUSAND (1000) words.

Task 1 – 25 Marks

A company has just won a contract with a new supplier. It is important to the company that they build a good relationship with the supplier as the contract is worth a lot of money.

- a) Explain why relationship building is important in this situation and which type of relationship would work best to achieve positive results with the new supplier.
(15 marks)
- b) Describe the qualities the contract manager will need to display to build a good relationship with the new supplier.
(10 marks)

Task 2 – 25 Marks

A local company has a reputation for their exciting clothes for young people at affordable prices which have been sold at local pop-up shops in the area. The company employs a few staff who manufacture the clothes and sales assistants who assist in selling the products.

On the back of this success the company has decided to sell the clothes online and wants to gather the views of the staff, some regular customers and TWO (2) potential website developers.

- a) Create a meeting agenda and accompanying email to invite stakeholders to a meeting.
(10 marks)
- b) Develop a set of presentation slides (i.e. a minimum of SIX (6) slides) to showcase your plans at the meeting with speaker notes to gain buy-in from stakeholders to your online sales idea.
(15 marks)

Submission requirements

- You must produce a word-processed piece of work for this assignment.
- This assignment should be 1000 words in length (+ or – 10%).
- All references and citations must use the Harvard Style.

Word Count

The word count for this assignment is **1000 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 documents 'What is Academic Misconduct? Guidance for Candidates' and 'Avoiding Plagiarism and Collusion: Guidance for Candidates' 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%? ☐