

Chartered Banker

Leading financial professionalism

Managing People

Assignment 1

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Important Assignment Information

ASSIGNMENT LENGTH

For assignments submitted on or after **1st September 2008**, there is a **maximum** word count of **2,500 words**.

From that date, if you fail to adhere to the maximum word count, a deduction will be made to your final assignment mark. Specifically, if you exceed the 2,500 limit, you will be deducted **1%** for every **100 words** or **part** of **100** words over the limit.

For example, if you write a total of **2,614** words, a **2%** deduction will be made to your mark. For clarification, the word count includes all references and attached appendices.

PASS COMPENSATION AWARD

In recognition of the importance attached to the assignments, an award of **Pass Compensation** will be made to you if you score between 45% and 54% in the final exam and if you complete the required assignment(s) under the following conditions:

1. The assignment mark must be 60% or above – where two assignments are required, then the average mark must be 60% or above **and**
2. Assignments must be in the hands of the Tutor **at least** one month prior to the **chosen examination date for each subject**.

For example, if you enrol to sit a **full** credit subject examination on **15th December**, you must have sent **both** assignments to your tutor by **15th November**.

Similarly, if you enrol to sit a **half** credit subject examination on **2nd March**, you must have sent the **sole** assignment to the tutor by **2nd February**.

Please also note the following:

- (a) Where an assignment is marked at less than 60%, this may show up as **'Fail'** in the web-based student record – this is purely with reference to the Pass Compensation award and does not necessarily mean it is a sub-standard submission
- (b) You are **not** permitted to **re-submit** an assignment in order to gain a higher mark
- (c) In the event that you fail an exam and have not completed the required assignment(s), you can subsequently complete the required assignment(s) – these will then count towards any re-sit examination undertaken. Submission dates for these assignments must comply with the relevant timescales as stated in **2** above.

Question 1

- (a) Draw and explain a structure chart for your organisation. This may be for **either** the entire organisation or for the area / department where you work.

(10 marks)

- (b) Explain how the organisation is structured, e.g. by function, by product / service, etc. and list the advantages and disadvantages that result from this choice of structure.

(10 marks)

(TOTAL 20 MARKS)

Question 2

- (a) Give an explanation of transactional analysis.

(10 marks)

- (b) From observations made during the past week, outline 5 communication scenarios you have either seen or participated in and explain the ego states of each of the parties.

Your answer should include an explanation of why you feel the ego states you have described are accurate.

(15 marks)

(TOTAL 25 MARKS)

Question 3

Choose a task that you currently perform and which you could delegate to another member of the team.

Explain how you would go about delegating this task.

(TOTAL 25 MARKS)

TOTAL ASSIGNMENT MARKS – 70