**Assignment Brief – Management Control**

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Unit 01: - Management Control

Introduction

The primary aim of this unit is to familiarise learner with the concepts and

application in business organisations of management control systems

Scenario

Learners may use their employment context or another organisation with which they

are very familiar, to base their assignment. However, in the case that they are not

able to do so, please use the below scenario:-

Consider that you are working as a senior manager in a small or medium-sized

organisation. Your roles and responsibilities include how to manage effective and

efficient control systems within the organisation. You also lead a team of ten

individuals. Your company meet all applicable standards, plans, or objectives in line

with its regulatory and industry code of practice and trade internationally. Your Line

Manager asked you to write a piece of paper. In that paper, you should describe the

importance of the Management control within the organisation and its link to

achieve the organisational strategy and how top management of the organisation

utilise management theories, models, techniques, approaches and strategies to plan,

implement and evaluate the effective control system. Your reflective

paper/assignment should contain a minimum of 4000 words to meet the unit's

learning outcomes.

**Task 1:**

**Identify the characteristics of management control systems by meeting the**

**following Assessment Criteria (AC)**

**Guideline word count: 1500-2000 words**

**A.C. 1.1 –Explain the evolutions of control systems in an organisation**

**A.C. 1.2 – Identify organisational control systems for effective organisational**

**performance**

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**A.C. 1.3 – Explain the importance of accounting and budgeting systems functions to**

**influence human behaviour**

**A.C. 1.4 – Identify leadership as a method of control.**

**Task 2:**

**Evaluate management control systems for strategic planning and development in**

**an organisation by meeting the following Assessment Criteria (AC)**

**Guideline word count: 1500-2000 words**

**A.C. 2.1 – Assess core control systems in an organisation**

**A.C. 2.2 – Identify the relationship between planning and control**

**A.C. 2.3 – Evaluate the contingency framework for strategic planning and**

**development**

**Task 3.**

**Evaluate the controls systems in an organisation by meeting the following**

**Assessment Criteria (AC)**

**Guideline word count: 1000-1500 words**

**A.C 3.1 – Evaluate the use of project management tools in an organisation.**

**A.C. 3.2 – Assess the nature of control systems in a small business**

**A.C 3.3 – Assess the process of discovering strategic core competence in a small**

**business**

**A.C 3.4 – Evaluate the use of management control systems**

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Learners are required to complete all tasks.

Assignment Guidelines

All work must be submitted in a single electronic document (.doc file). This should go

to the tutor and Centre Manager/Programme Director, plus one hard copy posted to

the Centre Manager.

The assignment must be the Learner’s own work and not copies of theories or

models. Direct quotes should be kept to a minimum, and shown in inverted commas.

Models described and other quotes used must be properly attributed and

referenced as appropriate. Learners must acknowledge or reference any sources

that have been used to complete the assignment, listing reference material and web

sites used.

Evidence Guidelines

In each learning outcome at RQF Level 6, the learner’s evidence must be based on

the learner’s following demonstration:-

Knowledge descriptor (the holder….)

• Has advanced practical, conceptual or technological knowledge and

understanding of a subject or field of work to create ways forward in contexts

where there are many interacting factors.

• Understands different perspectives, approaches or schools of thought and

the theories that underpin them.

• Can critically analyse, interpret and evaluate complex information, concepts

and ideas.

Skills descriptor (the holder can…)

• Determine, refine, adapt and use appropriate methods and advanced

cognitive and practical skills to address problems that have limited definition

and involve many interacting factors.

• Use and, where appropriate, design relevant research and development to

inform actions.

• Evaluate actions, methods and results and their implications.

Overall word count guide: 4000 - 5500

Plagiarism and Collusion

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In submitting the assignment Learner’s must complete a statement of authenticity

confirming that the work submitted for all tasks is their own. The statement should

also include the word count.

Plagiarism and collusion are treated very seriously. Plagiarism involves presenting

work, excerpts, ideas or passages of another author without appropriate referencing

and attribution. Collusion occurs when two or more learners submit work which is so

alike in ideas, content, wording and/or structure that the similarity goes beyond

what might have been mere coincidence.

Appendices

Separate Appendices should not be used. Any use of tables, graphs, diagrams, Gantt

chart and flowcharts etc. that support the main report should be incorporated into

the back of the assignment report that is submitted. Any published secondary

information such as annual reports and company literature, should be referenced in

the main text of the assignment but not included.

Confidentiality

Where a Learner is using organisational information that deals with sensitive

material or issues, they must seek the advice and permission from that organisation

about its inclusion. Where confidentiality is an issue, Learners are advised to

anonymise their assignment report so that it cannot be attributed to that particular

organisation.

Word Count Policy

In total, the assignment report should be between 4000 - 5500 words. Learners must

comply with the required word count, within a margin of +10%.These rules exclude

the index (if used), headings and information contained within references and

bibliographies. When an assessment task requires learners to produce presentation

slides with supporting notes, the word count applies to the supporting notes only.

Referencing and Professionalism

A professional approach to work is expected from all learners. Learners must

therefore identify and acknowledge ALL sources/methodologies/applications used.

The learner must use an appropriate referencing system to achieve this. Marks are

not awarded for the use of English; however the learner must express ideas clearly

and ensure that appropriate terminology is used to convey accuracy in meaning.

Submission of Assignments

All work to be submitted on the due date as per Centre advice.

All work must be submitted in a single electronic document (.doc/.docx file). This

should go to the tutor and Centre Manager/Programme Director, plus one hard copy

posted to the Centre Manager.