Please note that following feedback, there have been some changes to the exemplar assignments for the Level 4 Diploma in Business and Professional Administration (4710-04/94)

**Unit 400 Understanding Organisations (update to unit and assignment)**

Task 2 requires candidates to apply PESTEL analysis to an organisation. This should include reference to competitors. As such the range for learning outcome 2 has been updated to make it clear that competitor activity should be included. The marking criterion for task 2 has also been updated.

**Unit 404 Resource Management (update to assignment)**

The number of tasks in the marking and grading criteria has been amended to 4 to match the number of tasks in the main assignment.

Task 3 requires candidates to use the information contained in Appendix 2 to carry out calculations material and labour variances.

The wording in the task has been amended as follows:

Carry out two material variances and two labour variances.

The assessor guidance has also been updated to include additional guidance for this task.

We apologise for any inconvenience these errors may have caused.