

Level 3 Advanced Technical Diploma in Coordinating Business Support [4406- 032]

Pre-release Briefing Sheet 2

Synoptic Assignment – 2018

PAST BRIEFING SHEET (2018) DO NOT USE FOR LIVE ASSESSMENT

Guidance for candidates

Prior to Task C you are required to complete the following work in your own time, unsupervised.

On completion of Tasks A and B, you will produce a written reflective evaluation of your project and monitoring plans, following house style (**Appendix 4**), and prepare a 10 minute presentation of the key points.

The written reflective evaluation **must** cover your evaluation of the SWOT analysis, project and monitoring plans, the content they contain and your justification of the decisions made. You will summarise lessons learned on what you feel was successful, what was challenging and what you would change in any future project and why.

You will take the key points from this and present them to complete Task C.

Your 10 minute presentation can either be a formal presentation or an alternative suitable method as agreed with your tutor.

You will have access to ICT software and the internet. You are required to clearly reference any research and source information.