**Assignment Task for Unit: Understand the organisation and its context**

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| **Centre Number:** 010563 | | | **Centre Name:** Queen Mary University of London | | |
| **Learner Registration No:** | | | **Learner Name:** | | |
| **TASK**  The purpose of this unit is to develop knowledge and understanding of organisations in their context. In order to demonstrate your knowledge of this you need to respond to all of the questions listed below.  **NOTE:**  *You may want to relate your answers to an organisation that you work in. If you are not currently working within an organisation, then you may complete this task in relation to an organisation with which you are familiar. This could include experience working in a voluntary capacity.*  *You should plan to spend approximately 10 hours researching your workplace context, preparing for and writing or presenting the outcomes of this assignment for assessment. The 'nominal' word count for this assignment is 1000 words: the suggested range is between 800 and 1500 words.*  *Check your assignment carefully prior to submission using the assessment criteria.*  GUIDANCE:   * Complete your assignment on this document in the section below labelled “Your Assignment” * Save your assignment with the following title **PD113 Assignment YI XX.XX.XXXX** (where YI is your initials and XX.XX.XXXX is the date of submission). * You need to cover every element of each task to pass the assignment. When you have completed each task, re-read the instructions to check that you have done what’s required. * Check your spelling, grammar and presentation; your work should be professionally presented * It is very important that your assignment represents your own work, written in your own words. In returning this assignment, you are agreeing to have it processed by similarity detection software. This will highlight text found in your work which matches text found on the internet, in journals and books, and in other submitted assignments. If you are in any doubt about what you may or may not include in your assignment, please consult your course tutor before submission. | | | | | |
| *Please use the sub-headings shown below when structuring your Assignment* | | | | Assessment Criteria | |
| **Understand the organisation as an entity**  Provide a short profile of the organisation you have chosen and its stakeholders, briefly explain your own role within it, and compare it to managers at other levels within your organisation.  **Note**: To complete the profile effectively you should identify the organisation’s legal entity, its principal stakeholders and their relevance to the organisation and list the organisation’s operational functions, and use an organisation chart to identify and explain your own role, span of control and reporting lines in relation to other managers. | | | | * Describe the legal entity of a specified organisation and the implication of that legal entity on the structure and management of the organisation *(16 marks)* * Describe the operational functions within an organisation *(8 marks)* * Identify own role, span of control and reporting line in an organisation using an organisational chart to illustrate *(16 marks)* * Describe the roles and responsibilities of managers at different levels of an organisation *(16 marks)* * Explain the relevance to an organisation of its different stakeholders *(12 marks)* | |
| **Understand the context within which the organisation operates**  Provide a PESTLE analysis of the organisation you have used for the last section and then identify what you find to be the major external forces that impact upon that organisation. | | | | * Identify the major external forces which impact upon an organisation *(12 marks)* * Prepare a PESTLE analysis of an organisation *(20 marks)* | |
| Your Assignment | | | | | |
| **By submitting I confirm that this assignment is my own work** | | | | | |
| Name |  | Date | | |  |