Assessment Brief

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| **Learners’ Name** |  | | | | |
| **Unique Learner Number** |  | | | | |
| **Centre Name & Number** |  | | | | |
| **Qualification Name & Number** | **B-TIC Level 7 Diploma in Business Management** | | | | |
| **Unit Reference No & Unit Title** | Advanced Research Methodology | | | | |
| **Assessor’s Name** |  | | | | |
| **Weight:** | **Required Word Count** | **Actual Word Count** | | | |
| **100%** | 4500 |  | | | |
| **Issued Date:** |  | **Deadline** | |  | |
| **1st Submission Date** |  |  | |  | |
| **1st Re-submission date** |  |  | |  | |
| **2nd Re-submission date** |  |  | |  | |
| **Note: Learner needs to learn the unit again and take a new assignment for if learner fails all 3 submissions** | | | | | |
| **Learner Declaration**   1. Below submission is my own original work. 2. I have not submitted any significant part of this for any other qualification 3. I have acknowledged all the sources in reference and bibliography. 4. I allow B-TIC for electronic scrutiny for academic honesty. 5. I understand that my work should be in compliance with all relevant B-TIC policies 6. I understand that I am allowed up to 2 resubmission | | | | | |
| Learner’s Signature |  | | Date | |  |
| I can confirm that the Learner has filled all the areas of this document and the assessment structure is appropriate ( Assignment will not be marked without the signature) | | | | | |
| Assessors Signature |  | | Date | |  |

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| **Submission format** |
| SUBMISSION STRUCTURE  Type : MS Word Document  Right side : 1 inch  Left Side : 1 inch  Header and Footer : I inch  Printing : N/A  Basic Font Size : 12  Font Style : Arial/Times New Roman  Referencing style : Harvard Style citation and Reference List  Presentation : Softcopy  The answer should be fixed in the main body of the report to meet the learning outcomes  Tables, graphs, diagrams, Gantt chart and flowcharts should be incorporated into the main body of the report and it will be discounted from the word count.  Should minimize the amount of unnecessary attachments or appendices.  Your portfolio must be supported with 5 – 10 references, and must include both Books, journal articles and research. Majority of the references must be recent (5 years old) |
| **Assignment Brief and Guidance:** |
| **Learning Outcome Covered**  LO 1 : Be able to propose a research project and review literature for business context  LO 2 : Be able to propose a research methodology  LO 3 : Be able to produce a research report according to the research proposal  LO 4: Be able to evaluate the research proposal.  **Requirement:** The learner should select an organization or an industry and produce a research proposal to study in a business context.  Address the followings  **Task – 01**  AC 1.1- Formulate research problem for business context  AC 1.2 - Critically review literature, build measuring indicators and build conceptual framework for research problem  AC 1.3 - Develop research hypothesis, research objectives & research question with rationale  **Task – 02**  AC 2.1 - Propose research methodologies for business problem with rationale  AC 2.2 - Evaluate quantitative and qualitative data techniques in research proposal  AC 2.3 - Evaluate different data collection methods with rationale in research proposal  **Task – 03**  AC 3.1- Evaluate the data collection instrument  AC 3.2- Explain data interpretation and analysis techniques for research  AC 3.3- Explain computer application for data analysis for research  **Task – 04**  AC 4.1- Evaluate validity, reliability and objectivity to justify the research methodology.  AC 4.2- Demonstrate the outcomes of the research  AC 4.3- Evaluate the research proposal  **Evidence to Produced:**  MS Word Research Proposal - 2500 words |

Office Use to be used by IVQA

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| **Internal Verification For Quality Assurance Form** | | | | | | | | |
| **Qualification Title** |  | | | | | | | |
| **Assessor** |  | | | **IVQA** | |  | | |
| **Unit reference & Name** |  | | | | | | | |
| **Learner name** |  | | | | | | | |
| **Unique Learner Number** |  | | | | | | | |
| **Original Grading Award**  **( Provisional)** | | **Pass** | | | **Re-Submission** | | | |
|  | | |  | | | |
| **CHECKLIST** | | **Yes** | **No** | **Comments** | | | | |
| **Learner has provided all authentic evidence?** | |  |  |  | | | | |
| **Assessor confirmed the authenticity of the evidence?** | |  |  |  | | | | |
| **Assessment has been done accurately?** | |  |  |  | | | | |
| **Assessor has given feedback to each assessment criteria?** | |  |  |  | | | | |
| **Feedback justify each assessment criterion awarded** | |  |  |  | | | | |
| **Agree with Original assessment decision** | |  |  |  | | | | |
| **Assessor signature** | |  | | | | | **Date** |  |
| **IQA Signature** | |  | | | | | **Date** |  |
| **Lead IQA Signature** (if Applied) | |  | | | | | **Date** |  |
|  | | | | | | | | |
| **Confirm Action completed** | | | | | | | | |
| **Remedial action taken** |  | | | | | | | |
| **Assessor signature** |  | | | | **Date** | |  | |
| **IQA Signature** |  | | | | **Date** | |  | |
| **Lead IQA Signature** |  | | | | **Date** | |  | |

**Office Use to be used by 1st assessor**

**Assessment Sheet**

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| **Learners Name** |  | |
| **Unique Learner Number** |  | |
| **Qualification Title** |  | |
| **Unit reference & Title** |  | |
| **Grade Awarded ( Provisional)** | Pass | Re-Submission |
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**Grading Rubric**

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| **Learning Outcome & Assessment Criteria** | | **Evidence** | **Grade Awarded**  **Pass |**  **Re-Submission** | **Feedback** |
| **LO - 01** Be able to propose a research project and review literature for business context | | | | |
| AC 1.1 | Formulate research problem for business context |  |  |  |
| AC 1.2 | Critically review literature, build measuring indicators and build conceptual framework for research problem |  |  |  |
| AC 1.3 | Develop research hypothesis, research objectives & research question with rationale |  |  |  |
| **LO - 02** Be able to propose a research methodology | | | | |
| AC 2.1 | Propose research methodologies for business problem with rationale |  |  |  |
| AC 2.2 | Evaluate quantitative and qualitative data techniques in research proposal |  |  |  |
| AC 2.3 | Evaluate different data collection methods with rationale in research proposal |  |  |  |
| **LO - 03** Be able to produce a research report according to the research proposal | | | | |
| AC 3.1 | Evaluate the data collection instrument |  |  |  |
| AC 3.2 | Explain data interpretation and analysis techniques for research |  |  |  |
| AC 3.3 | Explain computer application for data analysis for research |  |  |  |
| **LO - 04** Be able to evaluate the research proposal | | | | |
| AC 4.1 | Evaluate validity, reliability and objectivity to justify the research methodology |  |  |  |
| AC 4.2 | Demonstrate the outcomes of the research |  |  |  |
| AC 4.3 | Evaluate the research proposal |  |  |  |

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| **Assessor’s Overall Comments** | | | |
| Summary of the Understanding Knowledge, Skills, Attitudes?  Criteria for Success (How do we know that the student has been successful?  Assessment Methods?  To what extent have the course topics been addressed?  How has the student demonstrated mastery of the outcomes?  To what extent does the student possess the knowledge skills and attitudes covered in the course?  Strength/ Weaknesses? | | | |
| **Assessor/learner declaration:**  I confirm that I have assessed the learner against all of the Learning outcomes of the Unit. | | | |
| **Assessor Name:** |  | | |
| **Assessor Signature:** |  | **Date:** |  |