

CertHE Skills for the Workplace: Assignment Template and Tips for Success

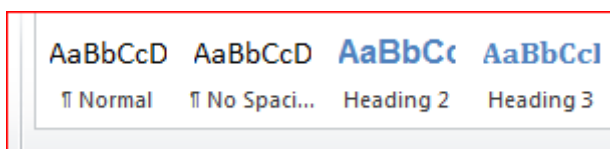
Student name: *A N Other*

Student number: *1234567*

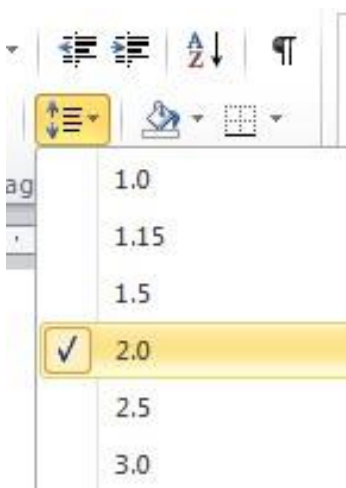
Submission date: *Day. Month. Year*

Module Title: *EMPLXXXX Name of Module*

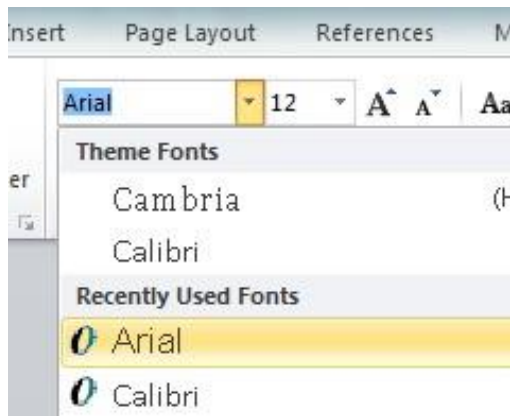
- Use headings for each section



- Break up large sections into distinct paragraphs
- Use 1.5 or 2.0 line spacing for easy readability.



- Use a standard font such as Arial in size 11 or 12



- Lay out your assignment in order of questions/sections on the assignment brief
- This will assist you in collecting your thoughts when answering each section
- Please seek advice from your tutors in good time to allow you to conduct your research and prepare your work fully
- Each assignments will generally consist of 2 or 3 questions with 1 – 3 parts per question
- You must attempt each part of each section to obtain sufficient marks to pass the assignment

This is an example of an assignment which has 3 questions with two parts to each question.

1.1 First part of Question 1

- Begin to answer the first question here.
- Ensure that you are addressing the question fully in your answer.
- If asked to give 3 examples in your answer, giving just one example is insufficient and will result in lower marks.

1.2 Second part of Question 1

- Move on to the next question and again consult the marks scheme to check that you are providing what is asked for.
- If unsure, check with your tutor.

2.1 First part of Question 2

- Don't put all your eggs in one basket. Be careful not to answer all questions in one section.
- If Section 2.2 asks you to talk about a particular method or theory, don't discuss this in depth in section 1.2 - as this section will be asking you to take a different approach to the question.

- If confused, go back and read the Assessment Criteria and Marks Scheme again - asking for help if needed.

2.2 Second part of Question 2

- Make sure that you are relating the work of relevant theorists to practical real world examples from your own workplace (or that of a friend, relative or colleague) in every section.
- This shows the assessors that you have fully understood the topic studied and will result in good marks.

3.1 First part of Question 3

- All research materials used in your assignment must be referenced correctly
- This includes books, website articles, journals and any other documents referred to in your text.
- If in doubt, ask your tutors for help.

3.2 Second part of Question 3

- Your tutors are happy to give advice and feedback on assignment drafts up to one week before the due deadline.
- It is in your own interest to make use of this service, as it will help to ensure you are on the right track in good time to make any suggested amendments or additions to your work.