



BA Hospitality and Hotel Management

Module Handbook 2025-26:

BMIH4008 - D

Management and Organisational Behaviour

LEVEL 4

Module Lead:

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Introduction to Management and Organisational Behaviour 2025-26

Welcome to this generic overview handbook. This is a level 4, 20 credit module for BA Hospitality and Hotel Management students.

It should be read in conjunction with supplementary information and materials available on Moodle together with information and instructions delivered by the module tutor.

In order to get the best out of this module it is vital that you engage with the themes explored as well as activities during tutorial sessions which are designed to enrich the learning experience as well as to encourage self-directed study together with collaboration and interaction with your peer group.

AIM(S)

- To cultivate student knowledge and understanding of the nature of behaviour within organisations, concepts of organisational design, functions and processes of management, in addition to recognising the importance of 'management' as an integrating activity.

INDICATIVE CONTENT

- Theoretical perspectives on organisation and management with a particular focus on the paradigm shift from transition, stability, predictability and order towards flexibility, contingency and flux
- An assessment of the general principles of organisation design, structure and culture, illustrated through practical examples and applications.
- A focus on managerial behaviour and action, with an analysis of the elements that constitute effective managerial behaviour. Management accountability.
- Theories of leadership, within an emphasis on the pivotal importance of leadership ability within times of organisational change and transition
- An introduction and overview of the behavioural science approach to the management of people within organisations
- Psychological theories and explanatory frameworks of individual behaviour, pertaining to:
 - Personality
 - Perception
 - Learning
 - Attitudinal dispositions, namely motivation, satisfaction and commitment
- The nature of work groups and team

STUDY TIME ALLOCATION

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Business report	3000 words	100%

ASSESSMENT SUMMARY

Activity type	Percentage
Written exam	0%
Coursework	100%
Practical	0%
TOTAL	100%

INDICATIVE READING LIST

Module Code	BMIH4008/BMIH4008D	
Module Title	Management and Organisational Behaviour	
Classification	Reading List entry	Online
Essential	Armstrong, M. (2016) <i>Armstrong's handbook of management and leadership</i> . 3 rd edn. Kogan Page.	☒
Essential	Boddy, D. (2017) <i>Management: an introduction</i> . 7 th edn. Pearson.	☒
Essential	Huczynski, A. & Buchanan, D. (2023) <i>Organisational behaviour</i> . 11 th edn. Pearson.	☒
Essential	Mullins, L. (2019) <i>Organisational behaviour in the workplace</i> . 12 th edn. Pearson Education Ltd.	☒
Further	Adair, J.E. (2009) <i>The inspirational leader: how to motivate, encourage and achieve success</i> . 2 nd edn. Kogan Page Limited.	☒
Further	Arnold, J. (2016) <i>Work psychology</i> . 6 th edn. Prentice Hall.	
Further	Bloisi, W. et al. (2007) <i>Management and organisational behaviour</i> . 2 nd edn. McGraw-Hill.	☒
Further	Mullins, L. & Dosser, P. (2013) <i>Hospitality management and organisational behaviour</i> . 5 th edn. Pearson.	☒
Further	Robbins, S.P. & Judge, T.A. (2024) <i>Organizational behaviour</i> . 19 th edn. Pearson Education Limited.	☒
Further	Rollinson, D. et al. (2008) <i>Organisational behaviour and analysis</i> . 4 th edn. Financial Times Prentice Hall.	☒
Further	Thompson, N. (2018) <i>Effective communication: a guide for the people professions</i> . 3 rd edn. Palgrave Macmillan.	☒
Journals	Human Relations	☒
Journals	Human Resource Management Journal	☒
Journals	Journal of Organizational Behaviour	☒
Journals	Management Today	☒
Journals	Organization Studies	☒
Journals	Learning Organisation	☒
Journals	People Management	☒
Websites	www.businessballs.com	☒
Websites	www.hrmguide.co.uk	☒
Websites	www.bized.aacsb.edu	☒

SCHEDULED CLASS PROGRAMME

Week	Indicative Content	Supporting Material (Subject to modification)	Assessment
1 W/C 26th January	Module Introduction Key Themes/Concepts Approaches to Management	Presentation Introductions Assessment Introductions	Assessment Handout 27/01/2026
2 W/C 2nd February	Introducing Organisations Introducing Leadership	Presentation/Videos Group Discussion/ Activities	
3 W/C 9th February	The Role of the Manager	Presentation/Videos Group Discussion/ Activities	
Reading Week (W/C 16th February)			
4 W/C 23rd February	Managerial Behaviour & Effectiveness	Presentation/Videos Group Discussion/ Activities	
5 W/C 2nd March	Organisation Structure and Design	Presentation/Videos Group Discussion/ Activities	
6 W/C 9th March	Future You Conference (no lecture)	n/a	
7 W/C 16th March	Organisational Culture	Presentation/Videos Group Discussion/ Activities	
8 W/C 23rd March	Strategic Management Report-Writing Workshop	Presentation/Videos Group Discussion/ Activities	
Easter Break (W/C 30th March to W/C 13th April)			
9 W/C 20th April	Change Management	Presentation/Videos Group Discussion/ Activities	
10 W/C 27th April	Working in Groups and Teams	Presentation/Videos Group Discussion/ Activities	
11 W/C 4th May	Assignment Draft Feedback	Individual Appointments	

12 W/C 11th May	Module Summary & Feedback	Presentation/Videos Group Discussion/ Activities	Assessment due date 15/05/2026 by 23:59pm
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LEVEL 4 ASSESSMENT SPECIFICATION

Student name:		Student ID number:	
Programme:	BA Hospitality and Hotel Management		
Module:	Management and Organisational Behaviour		
Module code:	BMIH4008	CONTRIBUTION TO OVERALL MODULE ASSESSMENT (%):	100%
Lecturer:	Lisa Bassler	Internal Verifier:	Daniel Payne
Assignment Title:	Business Report	Word count (or equivalent):	3000 Words
Submission deadline:	Friday, 15th May 2026 by 23:59pm	Return date of provisional marks & written feedback:	Monday, 15th June 2026 by 23:59pm
Submission method:	All written assessments, where practical and possible, must be submitted via Turnitin unless otherwise instructed by the Lecturer. (Please DO NOT put this assessment specification into Turnitin or it will match many similarities with other students' submissions.) Alternative submission method (if applicable): Late submission of the assessment will result in a late penalty mark: Work which is submitted up to 1 week late will be capped at 40% for the first attempt and will be awarded a mark of 0% for re-assessment. Late submission penalties may be lifted only if there is an approved extenuating circumstances claim. Work submitted more than 1 week late will be considered as a non-submission and will not be marked. The work may be considered as a submission for reassessment if offered by an Examining Board or if there is an approved extenuating circumstances claim.		
Academic honesty referencing:	Academic honesty is required. In the main body of your submission you must give credit to authors on whose research and ideas your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have used, cited or quoted in order to complete this assessment.		
Module Learning Outcomes (from module syllabus)			
Upon the successful completion of this module, the student should be able to: • Coherently and critically analyse the relationship between structure, culture, people and organisational performance; • Understand the essential nature of managerial work (in terms of both functions and processes), communicate the role of leadership and, furthermore, explain the variables that determine effective management and leadership; • Evaluate the behavioural approach to management, through understanding of the factors that affect differences in individual behaviour.			

TASK DESCRIPTION

You are required to produce a 3,000-word professional business report that presents the findings of an organisational audit of Hilton Worldwide. The report should critically evaluate the organisation at both corporate level and individual business unit level, using relevant management and business theories to support your analysis.

Your audit must focus on the following three areas:

1. **Organisational Structure, Culture, and Goals**
2. **Recent Change Initiatives: Impact and Management**
3. **Strategic Direction and Current Business Performance**

The report should be based on up-to-date, credible sources and written in a formal academic style, following standard business report conventions.

Report Structure and Word Count Guidance

Please follow the structure outlined below:

1. **Title/Cover Page** (not included in the word count)
Include the report title, your name, student number, module name/code, lecturer's name and date.
2. **AI Acknowledgement Statement** (not included in the word count)
Include a statement, using the provided template, that acknowledges the use of AI tools where applicable, in line with university guidelines.
3. **Executive Summary** (not included in the word count)
Summarise the key findings, analysis, conclusions and recommendations. This section should allow the reader to understand the report without reading the full document.
4. **Table of Contents** (Not included in the word count.)
List all sections and subsections with corresponding page numbers.
5. **Introduction** (300 words)
The introduction should:
 - Explain the purpose and scope of the report
 - Provide a brief overview of Hilton Worldwide, including its position and importance within the global hospitality industry
 - Outline the structure of the report.

6. Main Body

Subheadings for Key Topics:

a. Organisational Structure, Culture, and Goals (800 words)

- Analyse Hilton's organisational structure and assess how well it supports its corporate culture and strategic goals
- Highlight any notable strengths or weaknesses
- Compare Hilton's structure and culture with at least one major competitor to contextualise your analysis

b. Recent Change Initiatives: Impact and Management (800 words)

- Identify and examine recent change initiatives undertaken by Hilton (e.g. digital transformation, sustainability initiatives, restructuring)
- Explain the rationale behind these changes and assess their outcomes
- Analyse how effectively the changes were managed, using relevant change management theories
- Provide specific examples to illustrate the impact of these initiatives on operations or strategy

c. Strategic Direction and Current Business Performance (800 words)

- Analyse Hilton's current strategic direction and long-term objectives
- Evaluate how well these strategies align with recent business performance
- Discuss key performance metrics (financial and non-financial performance) and market positioning
- Evaluate Hilton's response to external influences such as economic conditions, industry trends or competitive pressures

7. Conclusion (300 words)

- Summarise the main findings of the audit
- Highlight key insights from the analysis

8. Recommendations (300 words)

- Provide actionable recommendations to address challenges or opportunities identified in the analysis
- Ensure recommendations are specific, realistic and practical, and linked to the analysis
- Justify recommendations using theory and evidence where appropriate

9. Reference List (not included in the word count)

- Include a minimum of 25 academic and professional sources
- Use Harvard Referencing style
- Sources may include academic journals, textbooks, credible websites, company reports and reputable industry publications.

Points for Consideration

- Use relevant theories and frameworks to support your analysis, such as change management theories, strategic management models, or cultural frameworks.
- Incorporate recent and credible data, such as Hilton's annual reports, industry analyses, and case studies.
- Compare Hilton's practices and performance with key competitors to provide a well-rounded evaluation.
- Present data visually where appropriate (e.g. graphs, charts, tables) and reference them accordingly.
- Ensure your report is professionally formatted (Arial or Times New Roman, 12-point font size, 1.5 line spacing) and written in a formal academic tone.

USE OF GENERATIVE AI IN ASSESSMENT

(Lecturer to indicate Yes or Not against each element)

RESEARCH	For this assessment, you can use Generative AI to support you in research and data analysis.	Yes ☒ No ☐
STRUCTURE	For this assessment, you can use Generative AI to support you in structuring your submission, including creating a draft argument structure, identifying parts and headings, etc.	Yes ☒ No ☐
PROOFREADING	For this assessment, you can use Generative AI to check your own text/creation for grammatical and syntactical mistakes, including getting suggestions to rephrase your work.	Yes ☒ No ☐
WRITING	For this assessment, you can use Generative AI to create text for submission.	Yes ☐ No ☒
CREATIVE	For this assessment, you can use Generative AI to create creative materials, such as images.	Yes ☒ No ☐
PROGRAMING	For this assessment, you can use Generative AI to create and check code.	Yes ☐ No ☒

NONE	For this assessment, you are not allowed to use any type of Generative AI support. This includes research support, structure support, writing/proofreading support and creative support.	☐
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GUIDANCE FOR STUDENTS IN THE COMPLETION OF TASKS

NOTE: The guidance offered below is linked to the five generic assessment criteria overleaf.

1. Engagement with Literature Skills

Your work must be informed and supported by scholarly material that is *relevant* to and *focused* on the task(s) set. You should provide evidence that you have accessed an appropriate *range* of sources, which may be academic, governmental and industrial; these sources may include academic journal articles, textbooks, current news articles, organisational documents, and websites. You should consider the *credibility* of your sources; academic journals are normally highly credible sources while websites require careful consideration/selection and should be used sparingly. Any sources you use should be current and up-to-date, mostly published within the last five years or so, though seminal/important works in the field may be older. You must provide *evidence* of your research/own reading throughout your work, using a suitable referencing system, including in-text citations in the main body of your work and a reference list at the end of your work.

Guidance specific to this assessment: *You should show a wide level of reading, a minimum of 25 references, from a variety of sources including textbooks, academic journals and academic-based websites. You may cite company information and newspaper/magazine articles, but take care with issues of reliability and validity.*

2. Knowledge and Understanding Skills

At level 4, you should be able to demonstrate knowledge of the underlying concepts and principles associated with your area(s) of study. *Knowledge* relates to the facts, information and skills you have acquired through your learning. You demonstrate your *understanding* by interpreting the meaning of the facts and information (knowledge). This means that you need to select and include in your work the concepts, techniques, models, theories, etc. appropriate to the task(s) set. You should be able to explain the theories, concepts, etc. to show your understanding. Your mark/grade will also depend upon the *extent* to which you demonstrate your knowledge and understanding.

Guidance specific to this assessment: *Use a selection of the models/theories discussed in the course relating to each topic to provide a framework for your audit. You do not need to explain these in depth, but introduce them briefly before analysing and applying them.*

3. Cognitive and Intellectual Skills

You should be able to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of your subject(s) of study. You should be able to evaluate the appropriateness of different approaches to solving problems related to your area(s) of study and/or work. Your work must contain evidence of logical, analytical thinking. For example, to examine and break information down into parts, make inferences, compile, compare and

contrast information. This means not just describing what! But also justifying: Why? How? When? Who? Where? At what cost? You should provide justification for your arguments and judgements using evidence that you have reflected upon the ideas of others within the subject area and that you are able to make sound judgements and arguments using data and concepts. Where relevant, alternative solutions and recommendations may be proposed.

Guidance specific to this assessment: *The tasks themselves specify what is required of you. Take care to answer each question fully, and answer only the question set. You may find it helpful to keep the tasks to hand when writing to remain focused on them. Make sure you draw conclusions from the content of your work and highlight any key recommendations.*

4. Practical Skills

At level 4, you should be able to apply the basic underlying concepts and principles to evaluate and interpret these within the context of your area of study. You should be able to demonstrate how the subject-related concepts and ideas relate to real world situations and/or a particular context. How do they work in practice? You will deploy models, methods, techniques, and/or theories, in that context, to assess current situations, perhaps to formulate plans or solutions to solve problems, or to create artefacts. This is likely to involve, for instance, the use of real world artefacts, examples and cases, the application of a model within an organisation and/or benchmarking one theory or organisation against others based on stated criteria.

Guidance specific to this assessment: *You should deploy your chosen techniques, models and/or theories to your chosen organisation. Use material from your research and wider reading to illustrate the points you make. Where possible, you should show awareness of the limitations of the models used when applied to the case itself.*

5. Transferable Skills for Life and Professional Practice

Your work must provide evidence of the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility. This includes demonstrating: that you can communicate the results of your study/work accurately and reliably, and with structured and coherent arguments; that you can initiate and complete tasks and procedures, whether individually and/or collaboratively; fluency of expression; clarity and effectiveness in presentation and organisation. Work should be coherent and well-structured in presentation and organisation.

Guidance specific to this assessment: *You should write a report in a recognised format. All writing should be academic style, formal, focused, concise and subject specific. It should use a font of Arial or Times New Roman, 12-point, and be 1.5 or double-spaced. All graphs, charts, and figures in the main body must be clearly referenced beside or beneath. Where possible, they should not be on separate pages but should be incorporated within the text.*

STUDENT FEEDBACK FORM

This section details the *extent* to which the assessment criteria are demonstrated by you, which in turn determines your mark. The marks available for each category of skill are shown. Lecturers will use the space provided to comment on the achievement of the task(s), including those areas in which you have performed well and areas that would benefit from development/improvement.

Generic Assessment Criteria	Marks available	Marks awarded
1. Engagement with Literature Skills		
	20	
2. Knowledge and Understanding Skills		
	20	
3. Cognitive and Intellectual Skills		
	30	
4. Practical Application Skills		
	20	
5. Transferable Skills for Life and Professional Practice		
	10	

Assessment Mark (Assessment marks are subject to ratification at the Exam Board. These comments and marks are to give feedback on module work and are for guidance only until they are confirmed.)	Late Submission Penalties (tick if appropriate)		%
	Up to 1 week late (40% Max)		
	Over 1 week late (0%)		

GENERIC ASSESSMENT CRITERIA

Level 4

In accordance with the Framework for Higher Education Qualifications, at the end of Level 4 students will be expected to have demonstrated knowledge of the basic underlying concepts and principles of a subject, and an ability to evaluate and interpret these within the context of that area of study. They should be able to present, evaluate and interpret qualitative and quantitative data in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study. They will have learned how to evaluate different approaches to solving problems, and will be able to communicate the results of their study/work accurately and reliably, and with structured and coherent arguments. They will be able to undertake further training and develop new skills within a structured and managed environment and will have the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility.

Level 4	FAIL	MARGINAL FAIL	SATISFACTORY (3 rd / Pass)	GOOD (2.2 / Pass)	VERY GOOD (2.1 / Merit)	EXCELLENT (1 st / Distinction)	EXCEPTIONAL (1 st / Distinction)
Category	0-29%	30-39%	40-49%	50-59%	60-69%	70-84%	85-100%
Engagement with literature (including reading, referencing, academic conventions and academic honesty)	Little or no evidence of reading and/or reliance on inappropriate sources. Views and findings mostly unsupported and non-authoritative.	Poor engagement with essential reading. No evidence of wider reading. Reliance on inappropriate sources, and/or indiscriminate use of sources. Heavily reliant	Engagement with a limited range of mostly relevant and credible sources but with some reliance on information gained through class contact. Some omissions	Engagement with an appropriate range of literature, including sources retrieved independently. Some over-reliance on texts rather than	Engagement with a wide range of literature, including sources retrieved independently. Selection of relevant and credible sources.	Engagement with an extensive range of relevant and credible literature. Consistently accurate application of referencing.	Exceptional engagement with an extensive range of relevant and credible literature. High-level referencing skills consistently applied.

Level 4	FAIL	MARGINAL FAIL	SATISFACTORY (3 rd / Pass)	GOOD (2.2 / Pass)	VERY GOOD (2.1 / Merit)	EXCELLENT (1 st / Distinction)	EXCEPTIONAL (1 st / Distinction)
Category	0-29%	30-39%	40-49%	50-59%	60-69%	70-84%	85-100%
	Referencing conventions used incoherently or largely absent.	on information gained through class contact. Inconsistent and weak use of referencing.	and minor errors. Referencing conventions evident though not always applied accurately or consistently.	other sources. Referencing may show minor inaccuracies or inconsistencies.	Generally sound referencing, with no/very few inaccuracies or inconsistencies.		
Knowledge and understanding (Knowledge of the basic underlying concepts and principles of a subject.)	Major gaps in knowledge and understanding of the basic underlying concepts and principles of the subject matter. Inclusion of irrelevant material. Substantial inaccuracies.	Gaps in knowledge of the basic underlying concepts and principles, with flawed or superficial understanding. Some significant inaccuracies and/or irrelevant material.	Limited knowledge and understanding of the basic underlying concepts and principles within the subject area. Some elements may be missing.	Knowledge of the basic underlying concepts and principles is accurate with a good understanding of the field of study but lacks depth and/or breadth.	Competent knowledge of the basic underlying concepts and principles. Exhibits very good understanding.	Excellent knowledge and understanding of the basic underlying concepts and principles of the subject.	Exceptional, detailed knowledge and understanding of the basic underlying concepts and principles

Level 4	FAIL	MARGINAL FAIL	SATISFACTORY (3 rd / Pass)	GOOD (2.2 / Pass)	VERY GOOD (2.1 / Merit)	EXCELLENT (1 st / Distinction)	EXCEPTIONAL (1 st / Distinction)
Category	0-29%	30-39%	40-49%	50-59%	60-69%	70-84%	85-100%
Cognitive and intellectual skills (Evaluate underlying concepts and principles of a subject and interpret qualitative and quantitative data in order to develop lines of argument and make sound judgements.)	Wholly or almost wholly descriptive work. Little or no evaluation of the underlying concepts and principles. Failure to develop arguments, leading to illogical or invalid judgements. Minimal or no use of evidence to back up views.	Largely descriptive work, with superficial evaluation of the underlying concepts and principles. Weak interpretation of data, flawed development of arguments and judgements. Information accepted uncritically, uses generalised statements made with scant evidence and unsubstantiated opinions. Ideas sometimes illogical and contradictory.	Limited attempt at evaluation of the underlying concepts and principles, tending towards description. Can interpret qualitative and quantitative data but with some errors. Some evidence to support emerging arguments and judgements but these may be underdeveloped or with a little inconsistency / mis-interpretation.	Good evaluation of the underlying concepts and principles. Can interpret qualitative and quantitative data, with minor errors. An emerging ability to use evidence to support the argument. Mostly valid arguments and logical judgements.	Sound evaluation of the underlying concepts and principles. Can interpret qualitative and quantitative data accurately. Ability to devise arguments using evidence to make mostly appropriate and valid judgements.	Excellent evaluation of the underlying concepts and principles. Can interpret qualitative and quantitative data accurately and with some insight. Excellent ability to devise arguments using evidence and make appropriate and valid judgements.	Exceptional evaluation of the underlying concepts and principles based evidence. Outstanding interpretation of qualitative and quantitative data. Exceptional ability to devise arguments using evidence and make wholly appropriate and valid judgements.

Level 4	FAIL	MARGINAL FAIL	SATISFACTORY (3 rd / Pass)	GOOD (2.2 / Pass)	VERY GOOD (2.1 / Merit)	EXCELLENT (1 st / Distinction)	EXCEPTIONAL (1 st / Distinction)
Category	0-29%	30-39%	40-49%	50-59%	60-69%	70-84%	85-100%
Practical skills (Different approaches to solving problems in particular contexts.)	Limited or no use of taught, basic methods, materials, tools and/or techniques. Little or no appreciation of the context of the application. Very weak evidence of different approaches to problem-solving in particular contexts.	Rudimentary application of taught, basic methods, materials, tools and/or techniques but without consideration and competence. Flawed appreciation of the context of the application. Weak evidence of different approaches to problem-solving in particular contexts.	An adequate awareness and mostly appropriate application of basic methods, materials, tools and/or techniques. Basic appreciation of the context of the application. Can identify problems in particular contexts and propose basic alternative approaches or solutions though there may be errors.	A good and appropriate application of basic methods, materials, tools and/or techniques. Clear appreciation of the context of the application. Good evidence of different approaches to problem-solving in particular contexts and proposes mostly appropriate solutions.	A very good application of a range of basic methods, materials, tools and/or techniques. Very good consideration of the context of the application. Very good evidence of different approaches to problem-solving in particular contexts and proposes appropriate solutions.	An advanced application of a range of taught, basic methods, materials, tools and/or techniques. The context of the application is well considered, and insightful. Excellent evidence of different approaches to problem-solving in particular contexts and proposes appropriate solutions.	Exceptional levels of application and deployment skills in particular practical contexts. Outstanding identification of problems in particular contexts and formulation of wholly appropriate, thoughtful solutions / different approaches.

Level 4	FAIL	MARGINAL FAIL	SATISFACTORY (3 rd / Pass)	GOOD (2.2 / Pass)	VERY GOOD (2.1 / Merit)	EXCELLENT (1 st / Distinction)	EXCEPTIONAL (1 st / Distinction)
Category	0-29%	30-39%	40-49%	50-59%	60-69%	70-84%	85-100%
Transferable skills for life and professional practice (Communicate the results of their study/work accurately and reliably, and with structured and coherent arguments; the qualities needed for employment requiring the exercise of some personal responsibility within a structured and managed environment.)	Work is poorly structured, disorganised, inaccurate and/or confusingly expressed. Very weak use of language and/or very inappropriate style. Failure to work effectively individual or as part of a group. Little or no evidence of the skills for employment requiring the exercise of some personal responsibility.	Work is poorly presented in a disjointed manner. It is loosely, and at times incoherently, structured, with information and ideas often poorly expressed. Weak use of language and/or inappropriate style. Flawed approach to individual or group work, meeting only partial obligations to others. Limited evidence of the skills for employment	Mostly ordered presentation and structure in which relevant ideas / concepts are reasonably expressed. Work may lack coherence and/or accuracy in places. Can work as part of a group, meeting most obligations to others but perhaps with limited involvement in group activities. Demonstrates the basic skills for employment requiring the exercise of some personal responsibility,	Mostly coherent, organised and accurate work, in a suitable structure and is for the most part clearly expressed. Can work effectively independently and/or as part of a team, with clear contribution to group activities. Demonstrates the skills for employment requiring the exercise of some personal responsibility, with some areas of strength and	Work is accurate, coherent, fluent, well-structured and organised. Can work effectively independently and/or as part of a team, with very good contribution to group activities. Demonstrates very good skills for employment requiring the exercise of some personal responsibility, with just occasional minor weakness.	Work is coherent, very fluent and is presented professionally. Can work effectively independently and/or as part of a team, with an excellent contribution to group activities. Demonstrates excellent skills for employment requiring the exercise of some personal responsibility with an appetite for further development.	Work is accurate, exceptionally coherent, very fluent and presented well. Can work effectively independently and/or as part of a team, with an exceptional contribution to group activities. Demonstrates exceptional skills for employment requiring the exercise of some personal responsibility with an appetite for further development.

Level 4	FAIL	MARGINAL FAIL	SATISFACTORY (3 rd / Pass)	GOOD (2.2 / Pass)	VERY GOOD (2.1 / Merit)	EXCELLENT (1 st / Distinction)	EXCEPTIONAL (1 st / Distinction)
Category	0-29%	30-39%	40-49%	50-59%	60-69%	70-84%	85-100%
		requiring the exercise of some personal responsibility.	with some areas of minor weakness.	some of minor weakness.			

THIS DOCUMENT IS ALSO AVAILABLE IN WELSH