

Assignment format

Font	Arial or Calibri
Font size	12
Font colour	Black
Spacing	1.5
Application	Microsoft Word
Word count	Max 2000
Late submissions	Maximum mark is 40
Resubmission date	2 weeks after you have been told you have a referral
Insert	Your name Module code and name (EMPL4001 Developing yourself and others) Page numbers
Clipart	Not appropriate for a management report
Images	Images such as tables, charts, plans and models are appropriate and acceptable as long as they are relevant to your assignment.

Assignment layout

Cover Page	A must First page for every assignment
Table of Contents	A list of headings and page numbers
Introduction	Introduction into the subject of your assignment, not you personally.
Body of the assignment	Assessment criteria under separate headings but don't write the abbreviation AC in your assignment Example: 1.1 Identify own learning style(s) and the learning style(s) of another member of the team 1.2 Use a simple technique for identifying own development needs and the development needs of another member of the team
Recommendations	A section named Recommendations (Conclusions or Summary) is optional and should only be included if needed and relevant.
Appendices	Each appendix should be on a separate page and referred to in the body of the assignment.
References/ Bibliography	A section where credit is given to authors of all the work you have read during your research and quoted or cited in your assignment.
Save as	Your name + Assignment code E.g. John Smith EMPL4001 Assignment