# **Higher Nationals**

# AssignmentBrief – BTEC (RQF)

HigherNationalDiplomainBusiness

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| **StudentName/IDNumber** |  |
| **UnitNumberandTitle** |  Unit 4: Management & Operations |
| **AcademicYear** |  |
| **UnitAssessor** | Francis O'Toole |
| **AssignmentTitle** |  Leadership and Management Concepts |
| **IssueDate** | 19 October 2017 |
| **SubmissionDate** | 17 November 2017 |
| **IVName** |  |
| **Date** |  |

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| SubmissionFormat: |
| The submission is in the form of an individual written report. This should be written in a concise, formal business style using single spacing and font size 12. You are required to make use of headings, paragraphs and subsections as appropriate, and all work must be supported with research and referenced using the Harvard referencing system. Please also provide a bibliography using the Harvard referencing system. The recommended word limit is 2,000–2,500 words, although you will not be penalised for exceeding the total word limit. |
| UnitLearningOutcomes: |
| LO1: Differentiate between the role of a leader and the function of a manager.LO2: Apply the role of a leader and the function of a manager in given contexts. |
| AssignmentBriefandGuidance: |
| You are the Human Resource Manager for the London Southbank Centre, a leading national arts organisation and a prominent creative venue, located on the south bank of the River Thames. You may choose another organisation of a similar size if you wish.You havebeen asked by the CEO to investigate the impact of leaders and managers on the operations of this flagship cultural organisation.You will need to produce a report for the senior leadership team that includes the following:1. An introduction to the organisation and management structure.
2. Definition and roles of both managers and leaders, highlighting the differences betweenmanagement and leadership.**(LO1)**
3. The different roles of management and leadership in application to different organisationalsituations, supported by theories and concepts.**(LO1)**
4. How theories such as ‘contingency theory’ and ‘management by objectives’ apply to theorganisation and how these have supported growth and sustainable performance.**(LO2)**
5. Conclusions on how managers and leaders have made an impact on the organisation andrecommendations for future improvements.**(LO2)**

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| **Learning Outcomes and Assessment Criteria** |
| LearningOutcome | Pass | Merit | Distinction |
| LO1 Differentiatebetween the role of aleader and thefunction of a manager. | P1 Define andcompare the differentroles andcharacteristics of aleader and a manager. | M1 Analyse anddifferentiate betweenthe role of a leaderand function of amanager by effectivelyapplying a range oftheories and concepts.  | D1 Critically analyseand evaluate thedifferent theories andapproaches toleadership in givencontexts. |
| LO2 Apply the role ofa leader and thefunction of a managerin given contexts. | P2 Examine examplesof how the role of aleader and thefunction of a managerapply in differentsituational contexts.P3 Apply differenttheories and models ofapproach, includingsituational leadership,systems leadership and contingency. | M2 Assess andevaluate the strengthsand weaknesses ofdifferent approachesto situations within thework environment. |
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Summative Assignment Feedback Form