ASSESSMENT TASKS AND WORD COUNT

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| Assessment brief **CMI HTQ 550** features the following assessment tasks. Further detail is provided against each assessment task within the brief.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Assessment Task** | | **Learning outcomes covered by assessment method** | **Assessment criteria** | **L5 ODM KSB** | **Guideline word count** | | 1 | Write a **report** titled  ‘*How to manage the complexities of stakeholder relationships’* | LO1: Understand the different types and value of stakeholder relationships | 1.1 Analyse the types of stakeholder relationships within organisations | K13  K14  K15  K16  B2 | Approx. 1500 words | | 1.2 Examine the contractual frameworks for stakeholder engagement and management | | 1.3 Analyse the role of the manager in managing stakeholder relationships | | 2 | Write a **briefing paper** titled  *‘How to work collaboratively with different stakeholders’* | LO2: Understand the methods and challenges of working collaboratively with stakeholders | 2.1 Evaluate the use of collaborative working techniques to manage stakeholder relationships | K14  K15  B2  B3 | Approx. 1000 words | | 2.2 Outline methods for managing conflict in stakeholder engagement | | 3 | Write a **report** titled:  *‘Approaches used to effectively manage stakeholder relationships’* | LO3: Be able to manage stakeholder relationships effectively | 3.1 Examine the benefits and challenges for organisations working with different stakeholder groups | S13  S14  S15  B4  B5 | Approx. 1500 words | | 3.2 Recommend a process for planning stakeholder engagement | | LO4: Know methods for measuring the impact of stakeholder engagement on organisational performance | 4.1 Examine methods for measuring the impact of stakeholder engagement on organisational performance | |

**Guideline word count**

The written word, whether generated and/or recorded, is expected to form the majority of assessable work produced by Learners at Level 5. The amount and volume of written work for this unit should be broadly comparable to a word count of **4000** words within a margin of +/-10%. The unit also includes additional work in the form of work based evidence. Excessive use of word count is not grounds for referral, however, the CMI reserves the right to return work to the Centre for editing and resubmission by the Learner.

The following are excluded from the written word count: Index or contents pages, headings and subheadings, diagrams, charts and graphs, bibliography.

**Please see the** [**CMI Assessment Guidance Policy**](https://www.managers.org.uk/wp-content/uploads/2020/03/Assessment-Guidance-Policy.pdf) **for further guidance, along with the guidance on** [**Command Verb Definitions.**](https://www.managers.org.uk/wp-content/uploads/2020/03/Command-Verb-Definitions.pdf)

LEARNER EVIDENCE

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BIBLIOGRAPHY

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WORK BASED EVIDENCE