

Pearson Higher Nationals in Business

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The American Institute Of Management Science (AIM - Fort Lauderdale) is a Global Association of BTEC And Edexcel validating colleges and universities. Our recruiting partners include: Colbourne College in Jamaica; University of Northampton and University of Worcester in the UK; and 200 other accredited US and UK Universities. Students in 100 countries use this affordable university transfer program to study In-Class in the Caribbean, Canada, US, UK, Australia, New Zealand, and Dubai or take Classes Live Online or by Distant Learning from anywhere in the world. AIM offers two-year study abroad opportunities on the final 8-16 Months of the Degree to facilitate our students immersing themselves in a new culture while they study and work.

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ABOUT PEARSON EDEXCEL

Pearson is the world's leading learning company, with 40,000 employees in more than 70 countries working to help students of all ages to make measurable progress in their lives through learning and putting the learner at the centre of everything they do. Pearson believes that wherever learning flourishes, so do people.

BTEC QUALIFICATIONS

Edexcel, BTEC and LCCI qualifications are awarded by Pearson, the UK's largest awarding body offering academic and vocational qualifications that are globally recognised and benchmarked. BTECs are accredited by the UK government through the Office of Qualifications and Examinations Regulations (Ofqual) and are accepted by almost all US & UK Universities for advanced placement onto Final Year/s of the Degree. BTEC are Professional, Vocational and University Examinations from Pearson Qualifications International, a division of Pearson PLC, which also includes Pearson Education; Pearson Edexcel; Pearson VGU; and Pearson College, London. Pearson BTEC qualifications are delivered in over 100 countries worldwide. Like Community College model of higher education in the United States, UK Higher National Diplomas and Extended Diplomas are taught at FE Colleges in the UK as affordable alternative before students advance to the upper/senior year of university. UK Universities admit students with the UK Level 5 HND onto Year 3 of a Three-Year bachelor's degree in similar discipline. The Level 7 Extended Diploma (PgD) is equivalent to Year 1 of the master's degree in similar discipline.

HISTORY OF BTEC

BTEC (Business And Technician Education Council) was formed by the Secretary of State for Education and Science, United Kingdom, in 1994. In 1996, the University of London Examinations and Assessment Council and BTEC merged to form Edexcel. In 2010, the name of Edexcel was legally changed to Pearson Education Limited (Pearson). BTEC Diplomas are awarded by one of England, Wales and Northern Ireland's seven (7) examination boards – Pearson Edexcel.

UNIT 6: MANAGING A SUCCESSFUL BUSINESS PROJECT

ASSIGNMENT BRIEF

Student name & ID Number	
Unit Number and Title	UNIT 4: Research Project AND Unit 6: Managing A Business Project <i>Unit 6 will only be partially fulfilled this semester. There is also final year coursework.</i>
Academic Year	2017
Unit Tutor	
Assignment Title	<i>Formulating And Implementing A Research Project</i>
Issue Date	
Submission Date	Research Specification: Week 2 Research Proposal: Week 5 LO 1 AND LO 2: WEEK 8
IV Name & Date	<i>Andrea Tucker</i>

SUBMISSION FORMAT:

The submission is in the form of an individual written report. This should be written in concise, formal business style using single spacing and font size 12. You are required to make use of headings, paragraphs and subsections as appropriate. All work must be supported by research and properly referenced using Harvard Referencing System. A reference page must be added using the Harvard Referencing Style. The recommended word limit is 1,500 – 2,000.

TERM PAPER DECLARATION: STATEMENT OF ORIGINALITY AND AUTHENTICITY

Please note that Term paper will not be marked without the inclusion of this signed declaration by the student/s.

I confirm that the term paper I am submitting is an original and authentic piece of work written by myself that satisfies academic rules and regulations with respect to Plagiarism. I further confirm that I have fully referenced and acknowledged all material incorporated as secondary resources in accordance with the Harvard System.

STUDENT/S SIGNATURE:

DATED:

MID-SEMESTER TERM PAPER

Unit Learning Outcome 1 And 2

LO 1. Understand how to formulate a research specification

LO 2. Be able to implement the research project within agreed procedures and to specification

ASSIGNMENT BRIEF AND GUIDELINES

You are a Senior Research Specialist in the Aviation Industry. You are assigned the responsibilities of undertaking a sustained research investigation into 'Current Issues in Aviation'. You will Plan and Carry-Out a Research on Current Issues Affecting the Aviation Industry.

Your research project (including 250 words abstract) should be approximately 1,500 Words long (not counting the references and bibliography). You are required to produce and submit a version of this proposal to your Instructor/Supervisor at different intervals so that you can work with him/her to produce a final plan that is acceptable to form a sound basis for your research.

You Will:

1. Plan the research around the Research Topic: *Complex Current Issues Affecting Service Delivery In The Aviation Industry*
2. Select suitable research methodology for researching these complex current issues affecting the aviation industry.
3. Create A Plan And Layout For The Research.
4. Submit the research proposal and plan.
5. Conduct the Research.
6. Draw conclusion about one complex current issue affecting the aviation industry to research. Justify this selection.
7. Explain how this current issue is impacting on the aviation industry.
8. Discuss how a current issue could impact on the aviation industry in the future.
9. Make Recommendations.
10. Organise and write-up the Research Paper and present it according to the research plan.
11. Use proper ethical practices.
12. Use proper research techniques and Harvard Referencing Style
13. Produce a Formal Business Report to the Senior Leadership Team;
14. Use Headings to organize and present your work e.g. P1 or AC 1.1 etc.

The Report should include the following:

1. **INTRODUCTION:** to look at definitions and brief explanation of Customer Service Policy and Staff Training And Development.
2. **RESEARCH FINDINGS:** to support robust discussions on:
3. **FINDINGS DISCUSSION:** of the research findings (paying keen attention to the Command verbs in the tasks).
4. **CONCLUSIONS AND RECOMMENDATIONS:**

SUBMISSION DEADLINE

This Term Paper values 40% of your course grade. The neatly presented Report must be submitted no later than WEEK SEVEN of the Semester. For Referred Grades, the Resit Fee is \$45.

GUIDANCE FOR STUDENTS

READ THIS INFORMATION BEFORE STARTING. You should refer to these instructions as you complete work for this unit:

- Read the brief and think about what the project brief is asking.
- Research what the project brief is asking. How can you approach the problem, opportunity, hypothesis and requirements being posed?
- Apply a range of secondary research sources to plan/scope and support the project and its findings. Secondary research sources may include textbooks, journal articles, newspapers and magazine articles (not factual accounts).
- Develop your project plan based on the deliverables of the project, the constraints of the project and the assumptions made.
- Conduct your research according to the stated project plan and meet with your tutor to receive a sign-off at each stage of the project process.
- Primary research sources may include original first-hand accounts, legal and historical documents, results of experiments and market research data collection. **Apply both qualitative and quantitative research methods to evaluate data collected from primary research.**
- Keep notes of your progress throughout the project in your logbook. This is an important record of your work and must be used to record the development of your ideas and your progress through the project. The logbook should include:
 - A record of what you did, when and what you were thinking.
 - A record of where things went wrong and what you did to overcome any unexpected results.
 - You will be asked to reflect on the success of your project and your own performance in a personal performance review at the end of the project. This is a written reflection of around 500 words.
 - Set out below, is an example of a project brief. For unit 6 the centre will set the topic for the brief based on a theme released by Pearson in the first week of June of every year.
 - For UNIT 6: You must complete both the research and project in order to complete your work for this unit.

Project Brief

For Unit 6 the Tutor will provide you with the scenario and the type of project to be completed based on a topic related to the unit/theme.

- Establish your aims and objectives for the project. Outline objectives and timeframes based on the scenario set by your tutor.
- Produce an appropriate project management plan that includes relevant actions to meet objectives and timeframes.
- Conduct research to generate knowledge which will form the basis for analysis of the scenario posed in the brief.
- Analyse your findings and draw conclusions to form the basis for recommendations.
- Present and produce your project in an appropriate manner for the intended audience.
- Communicate your recommendations in an appropriate manner for the intended audience.
- Complete a performance review that addresses the following:
 - The success of the project and its usefulness in supporting organisational performance.
 - Your own performance.

UNIT 4: RESEARCH PROJECT SCORE SHEET

Name Of Student/s:

Date:

NAME OF STUDENT:	DATE:		ACHIEVED	
At minimum, the student/s must meet ALL the 'Ps' assessment criteria to PASS the Unit.	YES	NO		
LO 1: Understand how to formulate a research specification				
<ul style="list-style-type: none"> •You must propose a research plan which addresses all applicable unit content, with reference to both qualitative and quantitative sources. The plan should set out the hypothesis to be tested, the terms of reference and the aims, objectives and planned outcomes. Likely resources for the research should be given. The different stages of the research, for example the review dates, should be given. Learners plan should show how the research will be monitored and evaluated and their contingency plans. 				
For AC 1.1: Formulate and record possible research project outline specifications.				
To Achieve a PASS grade for AC1.1, you will:				
Establish effective research project aims, objectives based on the research topic.				
Develop an outline of an appropriate Research Proposal. See hand-out provided the Instructor on how to produce a research proposal.				
For AC 1.4: Produce a research project specification				
To Achieve a PASS grade for AC1.1, you will:				
When writing the research specification, include all the requirements and the sections and sub-sections that you developed in AC1.1 to formulae and structure a good working proposal. Submit a draft to your Instructor/Supervisor at agreed times for further discussion/approval.				
FOR THE INSTRUCTOR ONLY				
Milestone And Interim Feedback:				
The Student produced the draft of the Research Specification in the agreed timeline. I liaised with the Learner and checked if it was achieved.				
DATE OF THE FEEDBACK ()	The student is redirected to improve the draft			
DATE OF THE FEEDBACK ()	The draft is approved			

UNIT 4: RESEARCH PROJECT SCORE SHEET

Name Of Student/:

Date:

NAME OF STUDENT:	DATE:	ACHIEVED	
At minimum, the student/s must meet ALL the 'Ps' assessment criteria to PASS the Unit.		YES	NO
LO 1: Understand how to formulate a research specification			
For AC 1.2: Identify the factors that contribute to the process of research project selection			
P1 Identify the current issues affecting the aviation industry. Some issues may not be new but are still are influencing the industry. At least five issues should be identified.			
P2 Justify the selection of a complex issue to research that is currently affecting the aviation industry. To achieve P2, you should select a complex current issue that is impacting on the aviation industry. Justify why you have chosen this particular issue to research.			
P3 Assess appropriate methodologies for researching the selected complex current aviation issue. You should assess different research sources, research methods and data. Provide reasons why several research methods could be effective to your research project. At least TWO METHODS should be selected. You should explain ethical considerations in the methods selected.			
For AC 1.3: Undertake a critical review of key references			
P5 Carry out research into the issue affecting the aviation industry using appropriate sources of information. You will undertake the Literature Review which addresses applicable research content and theories. Use different types of secondary sources. There must be evidence of referencing of all sources using Harvard referencing or another accepted method.			
For AC 1.5: Provide an appropriate plan and procedures for the agreed research specification			
P4 Produce a research project management plan that covers aspects of cost, scope, time, quality, communication, risk and resources. The different stages of the research, for example the review dates, should be given. Learners should state how the research will be monitored and evaluated and their contingency plans. Use a project management work breakdown structure and a Gantt chart to provide timeframes and stages for completion			
For AC 2.1: Match resources efficiently to the research question or hypothesis			
Resources include finances, people, place, equipment, and requirements for the selected methods e.g. questionnaires for surveys etc.			
For Higher Grade M1:			
M1 Produce a comprehensive project management plan, milestone schedule and project schedule for monitoring and completing the aims and objectives of the project.			
FOR THE INSTRUCTOR ONLY			
INSTRUCTOR'S/ SUPERVISOR'S Milestone And Interim Feedback:			
The Student produced a first draft of the Proposal by the deadline and the instructor liaises with and checks whether it has been achieved. The draft is approved () OR The student is redirected to improve the draft () DATE OF THE FEEDBACK ()			

UNIT 4: RESEARCH PROJECT SCORE SHEET

Name Of Student/s:

Date:

NAME OF STUDENT:	DATE:	ACHIEVED		
At minimum, the student/s must meet ALL the 'Ps' assessment criteria to PASS the Unit.		YES	NO	
LO 2: Be able to implement the research project within agreed procedures and to specification				
For AC 2.2: Undertake the proposed research investigation in accordance with the agreed specification and procedures				
<p>AC P5 Carry out research into the issue affecting the aviation industry using appropriate sources of information. To achieve P5, you must carry out the research as per the plan in AC 1.5. This requires different types of sources to be used, not merely different examples of the same type. There must be evidence of referencing of all sources using an accepted convention, this is likely to be evidenced by a bibliography using Harvard referencing or another accepted method.</p>				
For AC 2.3: Record and collate relevant data where appropriate				
<p>Gather, record and organize the relevant data using the planned and approved method to complete the investigation / primary research.</p> <p>Keep a log with updates on weekly research/tasks achieved. Points to consider:</p> <ul style="list-style-type: none"> What have you completed? Did you fulfil task requirements? Are you on track and within deadlines set? Did you need to make any changes to your project management plan? <p>Submit this as addendum in the appendix of the assignment.</p>				
To Achieve a MERIT grade for AC1.1, you will:				
<p>M1 Produce a comprehensive project management plan, milestone schedule and project schedule for monitoring and completing the aims and objectives of the project.</p>				
FOR THE INSTRUCTOR ONLY				
<p>The Student's Completed Assignment Is Awarded: PASS Grade MERIT Grade </p>				
<p>Name Of Assessor:</p>		<p>Date Of Assessment:</p>		