

# Learning Assessment Guide

## Unit Standard 16342 – Version 2

### Identify key workplace organisational principles

### Level 4 – 4 Credits

<b>Assessment Summary</b>			
<b>Learner to complete</b>			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
<b>Assessor to complete</b>			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Explain the relationship between organisational design and achievement of organisational goals
- Describe alternative organisational structures
- Describe management levels within organisations
- Explain the impact of environmental factors on the management of organisations.

This Learning Assessment Guide is made up of:

- Tasks for you to complete
- The Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

1. This unit standard is for people who manage or seek to manage or supervise work teams.
2. This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace, or in simulated situations that demand performance equivalent to that required in work.
3. Definition  
*Workplace* refers to a permanent or semi-permanent site where work is undertaken. It may also refer to a specific project undertaken in a workplace.

## Assessment Task One – Element 1

### Introduction

Assessment task one is designed to test your knowledge of the relationship between organisational design and achievement of organisational goals.

### Instructions

Answer the following questions in the spaces provided. Please use your own paper if you need more room than is provided.

### The completed assessment for task one will include:

- All tasks completed for assessment task one.

**Part A** Briefly define “organisational design”.

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**Part B** Describe the purpose of organisational design.

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**Part C** Organisational design has a number of key elements. These include (but are not limited to) the following:

- Structure
- People
- Tasks
- Decision and reward systems
- Informal organisation
- Culture.

Choose **five** of the key elements from the list above and explain the relationship between the key element and organisational design.

Key Element 1 .....

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Key Element 2 .....

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Key Element 3 .....

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Key Element 4 .....

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Key Element 5 .....

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**Part D** Think of a new or recent goal that your organisation has. Write this goal down in the space provided below.

Goal .....

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Now describe how your organisation could use organisational design to achieve this organisational goal.

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## Assessment Task Two – Element 2

### Introduction

Assessment task one is designed to test your knowledge of alternative organisational structures.

### Instructions

Answer the following questions in the spaces provided. Please use your own paper if you need more room than is provided.

### Background

There are several types of organisational structures and these are given several different names. These include but are not limited to:

- Functional
- Divisional
- Hierarchical
- Flat
- Matrix.

### The completed assessment for task two will include:

- All tasks completed for assessment task two.

**Part A** i. Choose one organisational structure from the list above and write it down in the space below.

Organisational Structure 1 .....

ii. Write down the name of an organisation that has the type of structure that you chose.

Name of organisation using this structure .....

iii. Describe the organisational structure in terms of its key features. You may wish to draw an organisational chart to help you answer your question.

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iv. Write down at least **two advantages and two disadvantages** of the organisational structure you selected. (*Performance criterion* part)

Advantages .....

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Disadvantages .....

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**Part B** i. Choose a different organisational structure from the list above and write it down in the space below.

Organisational Structure 2 .....

ii. Write down the name of an organisation that has the type of structure that you chose.

Name of organisation using this structure .....

iii. Describe the organisational structure in terms of its key features. You may wish to draw an organisational chart to help you answer your question.

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iv. Write down at least **two advantages and two disadvantages** of the second organisational structure you selected.

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Disadvantages .....

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## Assessment Task Three – Element 3

### Introduction

Assessment task three is designed to assess your knowledge of management levels within organisations.

### Instructions

Answer the following questions in the spaces provided. Please use your own paper if you need more room than is provided.

### The completed assessment for task three will include:

- All tasks completed for assessment task three.

**Part A** Briefly describe the following three management levels that could exist within an organisation

Top management

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Middle management

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Supervisory or first-line management

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**Part B** Describe the current management levels trends in organisations.

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**Part C** Describe some of the implications for organisations if this trend continues.

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## Assessment Task Four – Element 4

### Introduction

Assessment task four is designed to assess your knowledge of the impact of environmental factors on the management of organisations.

### Instructions

Answer the following questions in the spaces provided. Please use your own paper if you need more room than is provided.

### The completed assessment for task four will include:

- All tasks completed for assessment task four.

### Part A

Complete the following table. In the second column identify the environmental factors as either external or internal. In the next column write down an example of the environmental factor that is affecting or has affected your organisation. In the last column explain how the environmental factor has impacted or could impact on the management of your organisation. (*Performance criteria 4.1, 4.2*)

<b>Environmental factor</b>	<b>Internal or External</b>	<b>Example of environmental affecting my organisation</b>	<b>Impact on the management of organisations</b>
Organisational change			
Innovation			
Social and ethical considerations			
Competition			





## Assessment Task Five – Elements 2, 3 and 4

### Introduction

Assessment task one is designed to test your knowledge of organisational structures, management levels and environmental factors for a specified workplace.

### Instructions

For this assessment task you will need to use your workplace. Note that you can just refer to your immediate workplace if your workplace is a part of a larger national or international organisation. However, the workplace you use must involve **five or more employees** and a **management structure**.

Answer the following questions in the spaces provided. Please use your own paper if you need more room than is provided.

### The completed assessment for task five will include:

- All tasks completed for assessment task five.

### Part A

My workplace is called

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Its main business is

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**Part B**

Complete an organisational chart in the space below (or on a separate bit of paper) for your workplace. Do not use the current organisational chart as this may not be accurate. Do this exercise yourself based on how the workplace is currently structured. Your manager must sign below to verify that you completed this exercise yourself.

**Manager Verification**

I \_\_\_\_\_ verify that \_\_\_\_\_ completed the organisational chart by him/herself and that it has not been copied directly from organisational manuals. I also verify that it accurately reflects the organisational structure of this workplace.

Signed

Date

**Part C.** Explain the key features (at least **two**), advantages (at least **two**) and disadvantages (at least **two**) of the organisational structure for your workplace.

Key features

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Advantages

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Disadvantages

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Part E. Describe two external environmental factors and two internal environmental factors and how these have impacted on the management of your workplace.

Internal environmental factor 1 .....

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Internal environmental factor 2 .....

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External environmental factor 1 .....

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External environmental factor 2 .....

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## Assessment Guide

The following guide will be used to assess your competence for Unit Standard 16342.

<b>Task / Element</b>	<b>Evidence required</b>	<b>Judgement</b>
<p><i>Task 1 / Element 1</i></p> <p>This task involves the learner demonstrating their knowledge of the relationship between organisational design and achievement of organisational goals</p>	<p>Part A completed</p> <p>Part B completed</p> <p>Part C completed</p> <p>Part D completed</p>	<p>Adequate definition of organisational design</p> <p>Adequately described the purpose of organisational design</p> <p>Explained the relationship between the <b>five</b> key elements and organisational design</p> <p>Adequate description of how organisational design could be used to achieve an organisational goal</p>
<p><i>Task 2 / Element 2</i></p> <p>This task involves the learner demonstrating their knowledge of alternative organisational structures.</p>	<p>Part A completed and Part B completed</p>	<p>Identified two different organisational structures</p> <p>Described the key features of the two different organisational structures</p> <p>Identified the advantages and disadvantages of the selected structures</p>
<p><i>Task 3 / Element 3</i></p> <p>This task involves the learner demonstrating their knowledge of management levels within organisations.</p>	<p>Part A completed</p> <p>Part B completed</p> <p>Part C completed</p>	<p>Described the management levels in a workplace</p> <p>Described the current management levels trends in organisations</p> <p>Described some implications for organisations if this trend continues</p>
<p><i>Task 4 / Element 4</i></p> <p>This task involves the learner demonstrating their knowledge of the impact of</p>	<p>Part A completed</p>	<p>Identified internal and external environmental factors</p> <p>Identified examples of internal and external environmental factors</p>

Task / Element	Evidence required	Judgement
<p>environmental factors on the management of organisations.</p>	<p>Part B completed</p>	<p>Explained the impact of internal and external environmental factors on the management of organisation</p> <p>Explained how the environmental change has or could affect organisational design in the Learner's organisation</p> <p>Gave two examples and relates affects to two or more key factors of organisational design</p>
<p><i>Task 5 / Elements 2, 3 &amp; 4</i></p> <p>This task involves the learner demonstrating their knowledge of organisational structures, management levels and environmental factors for a specified workplace (their own workplace).</p>	<p>Part A completed</p> <p>Part B completed</p> <p>Part C completed</p> <p>Part D completed</p> <p>Part E completed</p>	<p>Identified and described workplace main business</p> <p>Provided an organisational chart of their workplace (<i>Performance criterion 2.3 part</i>). Manager's verification signed to say learner did the work themselves.</p> <p>Explained <b>two of each</b> of their workplace's organisational structure in terms of its key features, advantages and disadvantages (<i>Performance criterion 2.3 part</i>)</p> <p>Described management levels, skills, roles and management responsibilities for line and staff activities in their workplace (<i>Performance criterion 3.3</i>)</p> <p>Identified <b>two</b> internal and <b>two</b> external environmental factors affecting their workplace (<i>Performance criterion 4.4 part</i>)</p> <p>Described the impact the environmental factors have had on the management of their workplace (<i>Performance criterion 4.4 part</i>)</p>