Level 3 Assignment Guide

2022

**Preparing for a Professional Career Report Guide (Part 2)**

Example of a contents page for this report:

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Introduction- Word guide- 200 words

*The Assignment Guide should be used in conjunction with the Assignment Brief as its purpose is to provide guidance as to how best to respond to the requirements of the assignment brief. It also gives an indication of what the marker will be looking for in the piece of work.*

*Include a brief overview of the report. Also include one or two quotes which defines the moral and ethical behaviour or corporate governance:*

**Some good ways to start introduction are:**

The aim of this report is to highlight the importance of moral and ethical codes within a construction organisation …

Ethical behaviour is an important notion ; this report will provide a clear….

The intention of this report is to present….

Overview of the organisation and the type of business- 300 words

*Select an organisation, examples are below as these organisations have clear and commended corporate governance strategies.*

*Examples of design & construction organisations which can be used for the report:*

*ARUP-* [*https://www.arup.com/*](https://www.arup.com/)

*BAM* [*https://www.bam.co.uk/*](https://www.bam.co.uk/)

*MACE* [*https://www.macegroup.com/*](https://www.macegroup.com/)

Within this section include the following:

* What does the organisation do? What type of business is this?
* What the roles and responsibilities of the stakeholders involved?

Moral and ethical responsibility- 350 words

Within this section include the following:

* What are the moral obligations of the organisations?
* Why is ethical behaviour important? - think about the company’s reputation

Leadership and corporate governance- 350 words

Within this section include the following:

* Why is it important to have strong leadership and corporate governance within an organisation.
* How does the organisation you have chosen to contribute to a good corporate governance structure/strategy?

Professional bodies and codes of conduct (600 words)

Within this section include the following:

* Discuss the importance of the standards set by the professional bodies (e.g.RIBA, CIOB)
* Why are codes of conduct with an organisation important?
* Identify a professional body, how does this body help enhance professionalism within the organisation, discuss the positive influence that the professional body has on the industry (you may want to discuss implications caused)
* Discuss how have code of conduct(s) and professional standards have been incorporated within the organisation.

Conclusion- 200 words

Conclusion - Word Guide 250 words

Please provide a clear conclusion to your report and conclusion should include the following:

* Summarise the purpose of the report
* Add perspective- why is reflection important?
* Connect your introductory and concluding paragraphs. Reminding the reader of the introductory statements made in your conclusion allows the reader to feel that the writing project is complete.
* Your conclusion can include a sentence that suggests that they learn more about the topic

**Good ways to begin the paragraph:**

As shown in this reflective report…

Upon reflection it is evident…

Reference list

Please reference your work according to the Harvard style; you can access guidance on this here: <https://www.bathspa.ac.uk/library/researching-and-referencing/>

Additionally, the GBS Harvard Style Referencing: a quick guide available, located at the top of the Moodle page.

**Appendix**

Please include your presentation slides in your final submission (please copy and paste the slides at the end of the report)