

MMC Project 50: Concession Opportunity for Projects 33 to 55 Assessment Plan for Unit Standards 119331 and 116347

Overarching Assessment Plan

All Unit Standard assessment criteria and methods must comply with the Stellenbosch University Assessment Policy; LGSeta prescriptions and will be dealt with as follows:

1. Assessments completed under P50 must be seen as additional opportunity beyond what was provided for in the initial project registered and paid for. An amount of R300 per assessment submitted will be payable.
2. The detail assessment plan and instructions as uploaded per Unit Standard must be adhered to.
3. P50 provides one final opportunity for submitting an assignment. When assessed and found not to comply with the requirements for a pass (50 percent) mark, it will be marked “Opportunity Expired”, which means you have to enroll and redo the Unit Standard completely.
4. Assignments must be uploaded after checking the authenticity box and under no circumstances will assignments be received by email.
5. Information about the P50 invigilated test opportunity venues will be provided to enrolled participants, but the following dates have been set:

Unit Standard (credits)	Examination Opportunities 2015			
	Bellville Park Campus		Other venues to be communicated	
US	Date	Time	Date	Time
116339(10)	06 July	09:00	06 July	09:00
116343(10)	04 Aug	09:00	04 Aug	09:00
116342(15)	04 Aug	09:00	04 Aug	09:00
116347(15)	09 July	09:00	09 July	09:00
119331(12)	09 July	09:00	09 July	09:00
116340(11)	10 July	09:00	10 July	09:00
119341(15)	10 July	09:00	10 July	09:00
119352(12)	10 July	09:00	10 July	09:00
116341(12)	04 Aug	09:00	04 Aug	09:00
119343(15)	08 July	09:00	08 July	13:00
116346(10)	06 Aug	09:00	06 Aug	09:00
116358(15)	06 Aug	09:00	06 Aug	09:00
116348(8)	05 Aug	09:00	05 Aug	09:00
119353(12)	05 Aug	09:00	05 Aug	09:00
119334(12)	03 Aug	09:00	03 Aug	09:00
116344(10)	03 Aug	09:00	03 Aug	09:00

116361(8)	03 Aug	09:00	03 Aug	09:00
116353(12)	06 July	09:00	06 July	09:00
116345(15)	07 Aug	09:00	07 Aug	09:00
116362(11)	07 Aug	09:00	07 Aug	09:00
116364(8)	07 Aug	09:00	07 Aug	09:00
116363(12)	07 July	09:00	07 July	09:00
116351(12)	07 July	09:00	07 July	09:00
119348(12)	07 July	09:00	07 July	09:00
119350(15)	07 July	09:00	07 July	09:00

Please read all paragraphs of the assessment policy below.

Assessment Instructions

Specific Assessment Instructions for Unit Standards 119331 and 116347 are the following:

1. Invigilated open book examination: The examination is a combined paper for the two Unit Standards, Part A: US 119331 and Part B US 116347. Answer only the part(s) relevant for the Unit Standards for which you are registered:
 - a. Part A: Calculate working capital cycle and the average investment in working capital; Calculate and interpret Current, Acid test, Turnover of Accounts Receivable, Cash to Interest, Debt to Cash and annual Debtors Collection Rate ratios; Calculate Cost to Give Up Discount and full transaction cost, including cost of interest on overdraft; Calculate unit issuing costs for inventory ledger account; Calculate economic order quantity and reorder point (60)
 - b. Part B: Calculate Net Present Value using formula; Calculate Payback Period; Calculate Average Rate of Return; Do Project Appraisal combining financial and non-financial factors. (40)

Please note that the use of computers during examination is prohibited.

2. Applied take-home assignment: Only do the part(s) Please explain your area of responsibility at work, and how...
 - a. Part A: It is affected by / affects strategies on the management of working capital; credit control and debt collection; management of accounts receivable; management of inventory and cash management. If in your opinion there is no direct or indirect impact, explain why not and then broaden the circle of the area of responsibility to the next level(s) where there are linkages with working capital management – Answer this subsection if registered for US119331. Approximately 1 000 words. (50)
 - b. Part B: A (directly or indirectly) related capital project should be motivated; the most appropriate source of funding would be selected; factors are considered in the capital rationing process. Answer this question if registered for US 116347. Approximately 1000 words. (50)

Please note that this is an individual assignment which must be your own individual work.

Assessment policy

In the interest of ensuring quality and credibility, all Unit Standard assessments must comply with the Stellenbosch University Assessment Policy; LGSeta prescriptions and will be dealt with as follows:

1. Each Unit Standard will have at least two individual assessments that will contribute to the finding on whether a candidate is competent or not yet competent. Each Unit has an assessment plan which is posted on the www.splshortcourse.co.za website when the specific course is created before the contact session. The assessment plan and specific assessments take into consideration the Unit Standard outcomes and are clearly prescribing the types of assessments, the conditions under which they will be set, when they will be taken and/or submitted, how the assessment plan varies from that provided for in the learner guides and what is considered to be the threshold for being competent.
2. The assessment plan will be explained to participants during the first introductory session of the contact time.
3. One of the minimum of two individual assessments will be written during the scheduled examination time of the unit standard and will be fully controlled by an invigilator as prescribed by Stellenbosch University policy. The format of the assessments may vary, but it all are designed to test ability to do the techniques (e.g. exercises with calculations) and / or insight (e.g. case studies). The facilitator will determine whether invigilated assessments may be typed on personal computers and submitted electronically, but the default is written assessments. Submission afterwards is not permitted.
4. One of the minimum of two individual assessments will be in the format of an applied take-home written assignment bringing theory and practice together. This will be scheduled for submission. Submission of this assessment must be done by means of a document upload onto www.splshortcourses.co.za . This upload includes checking a box accepting the submission terms, specifically confirming authenticity of the assignment paper.
5. A participant must pass all assessments with at least 50% for each to be found competent. If it is decided to include group assessments done during the contact time as part of the assessment plan, it may not contribute more than 20% of the 50% of the contact time assessments and in that case the average mark of the different contact session assessments must be at least 50%. If the group assessment is in the form of a presentation, only group members present during the presentation will earn the group mark.
6. All assessments for a Unit Standard will be completed by assessors six weeks after the final assessment submission date and be submitted together with the assessment plan, a memorandum setting out the model answers and comments on individual assessments. These documents must be submitted with the assigned SPL MMC Assessment Coordinator, who shall then in turn submit the assessments for moderation and verification.
7. A participant qualifies to do the assessments as scheduled if he/she has completed the online Unit Standard registration and signed the attendance register during the contact time.
8. A participant found not yet competent will be given a second opportunity for assessment only if he/she has attended the limited contact time. The attendance register circulated will be used as evidence for allowing the second opportunity. Should the rewrite – in the case of the invigilated assessment and/or

resubmission – in the case of the take-home assignment - still result in a not yet competent result, the participant must re-register and redo the Unit Standard.

9. A participant that has – for a proven work-related or serious health reason – not been present during the invigilated assessment, but has attended the contact session, will be allowed to do the assessment at the same opportunity scheduled for participants referred to in item 8 above. The attendance register circulated during the contact session will be used as evidence for allowing such an opportunity, but should the participant be found not yet competent, no further opportunities will be granted and he/she must re-register and redo the Unit Standard.

10. The second assessment opportunity for the rewrite of the contact time assessment will be scheduled as a consultative process, but participants must be aware that there is little room for decentralized second contact time assessments. Participants must be prepared to travel to SPL at the Bellville Park Campus if for practical reasons it is not possible to create an opportunity to rewrite at the initial venue. This communication process will be initiated by the assigned SPL MMC Assessment Coordinator and all communication with participants involved will be done via the online platform. The second assessment opportunity for resubmission of the take-home assignment must be resubmitted within one calendar month of the release of results on the online platform. No further opportunities will be granted and a participant not making use of this opportunity or found not yet competent after this opportunity must re-register and redo the Unit Standard.

11. It is not possible for a participant that has not attended the contact session and has not completed the invigilated assessment to be found competent and such a participant must re-register and redo the Unit Standard.

12. A participant that has attended the contact session, but has for a proven work-related or serious health reason been prevented from submitting the take-home assessments by the set date, will be granted a maximum of two weeks extension of time to submit, where after no further extension will be given.

13. A participant that has been found not yet competent in the take-home assessment will be given one opportunity and guidance to improve the assignment at a given date and re-submit if the assignment paper initially submitted shows an acceptable attempt to answer the assignment question(s) and only if he/she has attended the contact time as indicated in the attendance register. After this further opportunity where applicable, if the participant is still found not yet competent, he/she must reregister and redo the Unit Standard. If the initial paper submitted only contains a title page, or just section headings without content, or wrong papers, or any other attempt to “play for time”, it will not be returned for improvement, but marked “opportunity expired”.

14. Take-home assessments are individual tasks and not group tasks. It must therefore reflect the own unique work produced and edited by the participant and applied to his/her work environment where so required to achieve a pass mark. Identical narrative or other content between submissions of learners will be considered plagiarism. As part of the moderation process, written take-home assessments may be tested for plagiarism through “Turnitin” and if found that work has been copied directly from a source, including the work of other MMC participants, the participant will be found not yet competent he/she

must re-register and redo the Unit Standard. The seriousness of the case will determine whether disciplinary action as per Stellenbosch University policy will also be taken against the participant.

15. A participant has the right to appeal against a finding of “not yet competent” if the required assessments have been completed and submitted on time and if the participant does not agree with the reasons provided for the finding. The appeal must be lodged with the SPL MMC Programme Head within 30 days after the release of results. The assessment papers, model answers provided by the assessor, learning material and any other evidence of relevance to the appeal will then be submitted to an independent accredited moderator for consideration. Should the findings of the moderator not be acceptable to the participant, all documentation as well as the findings of the moderator will be referred to the LGSeta Verifier. Should the findings of the moderator be upheld, an amount determined by the LGSeta is payable by the participant to the Seta. Should the findings of the moderator be overturned in favour of the participant, the moderator will pay the Seta.