

RECOMMENDED STRUCTURE FOR SUMMATIVE ASSESSMENT

Please see below are recommended structure for your report. This should ideally cover about 8 sections:

1. Purpose of the report

Explain the purpose of the report, what it is for, and why it is important, and what it aims to cover.

2. Introduction to the organisation

Describe the organisation, what they do, the community it serves, and their regional or geographic coverage (locally, nationally, globally, etc.).

3. The organisation's aims and objectives

Provide details of the organisation's mission, aim and objectives.

4. How the organisation is funded

Provide specific information that outlines how the organisation is funded, the source of funding, and where/if possible, the proportion received from each funder.

5. The organisation's key challenges and opportunities

You may carry out a SWOT or PESTLE analysis to identify the challenges and faced by the organisation. However, please add the SWOT or PESTLE in your appendices and summarise them in your text.

6. Recommendations

Based on the challenges identified, you are required to provide some recommended solution that will be helpful to the organisation in the short, medium, and longer term.

7. References

You are required to adopt Solent University's Harvard referencing style.

8. Appendices

This section should include your transcript of the interview with interviewee, SWOT, & PESTLE analysis.