Assignment Structure – Examples

Example 1

Section 1	**Introduction/rationale** This section needs to introduce your project and explain clearly what you are intending to do and why. This needs to draw on a critical understanding of national guidance and good commissioning/purchasing practice relevant to your project. **Relevant criteria A, E and F**
Section 2	**Demonstrate appropriate commissioning or purchasing practice** This section needs to provide a commentary on key activities you carried out. Use examples to illustrate how you tried to apply commissioning or purchasing good practice. Include evidence of your work on the project in appendices, which should be referred to in the body of the assignment. **Relevant criteria B, E and F**
Section 3	**Evaluation** This section needs to evaluate the effectiveness of the activities undertaken and their impact on commissioning or purchasing practice within your service and/or organisation. **Relevant criteria C, E and F**
Section 4	**Personal development and learning** This section needs to provide a reflective commentary that demonstrates personal development and learning. **Relevant criteria D, E and F**

Example 2

Section 1	**Introduction/rationale** This section needs to introduce your project and explain clearly what you are intending to do and why. This needs to draw on a critical understanding of national guidance and good commissioning/purchasing practice relevant to your project. **Relevant criteria A, E and F**
Section 2	**Stage 1 of project** Describe stage 1 of the project. Demonstrate appropriate commissioning or purchasing practice, providing a commentary on key activities you carried out in this stage of the project. Use examples to illustrate how you tried to apply commissioning or purchasing good practice. Include evidence of your work on the project in appendices, which should be referred to in the body of the assignment. **Critical evaluation** Provide an evaluation the effectiveness of the activities undertaken within this section and their impact on commissioning or purchasing practice within your service and/or organisation. **Relevant criteria B, C, E and F**
Section 3, 4, etc	**Repeat as Section 2 above for each key project stage**
Last section	**Personal development and learning** This section needs to provide a reflective commentary that demonstrates personal development and learning. **Relevant criteria D, E and F**

Example 3

Section 1	**Introduction/rationale** This section needs to introduce your project and explain clearly what you are intending to do and why. This needs to draw on a critical understanding of national guidance and good commissioning/purchasing practice relevant to your project. **Relevant criteria A, E and F**
Section 2	**Stage 1 of project** Describe stage 1 of the project. Demonstrate appropriate commissioning or purchasing practice, providing a commentary on key activities you carried out in this stage of the project. Use examples to illustrate how you tried to apply commissioning or purchasing good practice. Include evidence of your work on the project in appendices, which should be referred to in the body of the assignment. **Critical evaluation** Provide an evaluation the effectiveness of the activities undertaken within this section and their impact on commissioning or purchasing practice within your service and/or organisation. **Personal development and learning** Provide a reflective commentary for this stage of the project that demonstrates personal development and learning. **Relevant criteria B, C, D, E and F**
Section 3	**Repeat as Section 2 above for each key project stage**