ASSIGNMENT PREPARATION AND SUBMISSION

Assignment preparation support

Study Centres are allowed to give feedback on **one** draft of an assignment only which we are very happy to do.

It is recommended that an outline plan demonstrating intended content for the assignment is prepared and sent to the tutor, this does not count as a draft and can be a useful way to ensure you are working in the right direction, covering the requirements of the brief.

For many modules it is more appropriate to give feedback on each draft individually as the tasks build on each other and a mistake in an early task could be compounded in later ones.

After submission of a draft and receipt of feedback we are able to answer questions related to the feedback to help with clarification about any areas where changes have been recommended.

Page and word Count

It is important to stick to the page and/or word count limits (see separate CIM document); work beyond the limit may not be marked.

The page or word count should be clearly displayed on the front cover of the submission, with the total and breakdown by task for those areas included indicated clearly. Pages must be numbered to help reference the count.

Areas included in the word or page count are:
- All materials after any Title Page and/or Table of Contents and before References and/or Bibliography and/or Appendices.
- All materials include; tables, charts, illustrations, screen shots, photographs

Areas excluded from the word or page count are:
- Title Page, Table of Contents, References, Bibliography and Appendices.

The word count does include headings and references but does not include the executive summary, bibliography or appendices.

It is important to check the wording of the brief to ensure that all word limits, page limits and similar are understood and adhered to.

Name

You must not include your own name anywhere in the document. Your CIM membership number should be included as an identifier, and if you wish to include a name make it anonymous.

Writing style

Assignments must be written in third person unless otherwise stated in the brief. This means avoiding the use of "I", "we", "you" and similar.

Referencing

All sources should be referenced, and the referencing system to use is the Harvard Referencing System, details provided separately in this section of your folder.

Executive Summary

Some assignments require an Executive Summary. The key to a successful executive summary is that it provides outcomes which are contained within the main body of the assignment. The word "summary" is key, it should provide the reader with a summary of the key points raised in the main body, enabling an overall impression of the content to be gained whilst enticing the reader to want to understand further through reading the whole document. It is important to include these outcomes as the main content of the executive summary rather than just expanding on the contents page. Only include an Executive Summary if required as stated in the brief.

Submission formats

Assignments are all submitted electronically to CIM, we hold a submission process webinar prior to each submission deadline to discuss the process. Please always send a copy of the complete assignment to us at SPA Professional Academy for any module.

It is a requirement that you include the subject name, submission date and a page number on every page, you should also include your CIM membership number.

A cover sheet stating your CIM membership number, the subject and the theme chosen (where appropriate) is required, this page should also include the word/page count for each task, the tasks combined, and the total submission. A table of contents with page numbers is also good to include.

For all assignments the brief includes a task element covering an organisation background – this provides context to the examiner for the content of your assignment. Marks are awarded for this and it is an important section of the document which should clearly state the organisation name, type and size, sector, products/services offered and typical customer types along with competitor information. The content and headings indicated in the Guidance Notes within the assessment brief must be followed fully for this to ensure the marks available can be awarded – do make sure you benefit from these.

An electronic copy of all submissions is required. The submission must be a single document covering all task elements, saved with a file name which must include the centre name, module name, assessment session, and your CIM membership number:
Centre name - Module title (abbreviated) - Session - CIM membership number
Example: SPA Prof Ac – PC 2101 – Apr 2021 – 12345678

File types acceptable for electronic submission are: .doc, .docm, .docx, .trf, .pdf. The maximum file size permitted is 80mb.

Include the cover page as part of your single document submission.

For the non-digital modules SPA Professional Academy submit the electronic copy to CIM, but it must be supplied to us in the correct format.

SPA Professional Academy reserve the right not to submit materials to CIM that are not submitted to us by the published dates or in the appropriate format, and may not be able to due to CIM rules and requirements.

Submission Details:

Email the electronic copy of your completed assignment, one single document as described above, to – submission@spa-pa.co.uk

Submission to CIM platform

Details for submission of the assignment will be provided by CIM after booking the assessment. The electronic copy is uploaded to the CIM portal and no paper copy is required. Please send us an electronic copy of your submission for our records.

Finally:

Spell check (English, UK) and proof read through your work before printing and submitting.

Check for formatting errors, such as illogical page breaks etc. Starting each task/section on a new page is recommended.

Keep an electronic back-up copy for yourself.