

## Instrument of Assessment 1

**Learning Outcome 1:** Investigate an existing co-operative business

**Learning Outcome 2:** Analyse how effectively an existing co-operative puts the co-operative values and principles into practice.

You are required to investigate a co-operative business and produce a report. It should be presented as a business report with clear section headings and should include the following:

1. An introduction stating the name, sector, location and nature of the co-operative business and summarising briefly what you have investigated.
2. A brief description of the governance of the co-operative and the members' responsibilities and benefits.
3. An analysis of the decision making process within the co-operative, identifying key roles within the organisation.
4. An analysis of how effectively an existing co-operative puts the co-operative values and principles into practice, Your analysis should include your comments on the ethics of the business and any conclusions you reach should be justified.
5. An analysis of the strengths, weaknesses, opportunities and threats (SWOT) analysis of the co-operative. Your analysis should include statistical information on the scale and diversity of the business, information on the co-operative's competitors and your comments on its competitiveness. In particular comment on its 'co-operative advantage.'
6. A conclusion in which you give your opinion on the 'success' of the business and justify your opinion.

## Marking Instructions

The grid below illustrates the allocation of marks and may be used to assess the candidates' performance against the criteria. Candidates must achieve 15 marks out of 30 (50%) to pass this assessment.

	Content	Marks available	Marks awarded	Section totals
<b>1</b>	<b>Introduction</b>			
	Introduction stating the name, sector, location and nature of the co-operative business and summarising briefly what has been investigated.	2		
	<b>Section total - 2</b>			
<b>2</b>	<b>Governance/ members' responsibilities and benefits</b>			
	Explanation of the governance of the co-operative	3		
	Explanation of the members' responsibilities	1		
	Explanation of the members' benefits	1		
	<b>Section total - 5</b>			
<b>3</b>	<b>Decision making process</b>			
	Explanation of role of members	1		
	Explanation of role of board of directors	1		
	Explanation of role of management	1		
	Evaluation of effectiveness of the decision making process	3		
	<b>Section total - 6</b>			
<b>4</b>	<b>Values and Principles</b>			
	Explanation of how the co-operative puts the co-operative values into practice	2		
	Explanation of the ethics of the business	1		
	Explanation of how the co-operative puts the co-operative principles into practice	2		
	Comment on how effectively the co-operative puts the values and principles into practice	1		
	<b>Section total - 6</b>			
<b>5</b>	<b>SWOT</b>			
	Statistical Information on the scale and diversity of the business	1		
	Identification of competitors	1		
	Analysis	4		
	Conclusions including comment on the competitiveness and 'co-operative advantage'	3		
	<b>Section total - 9</b>			
<b>6</b>	<b>Conclusion</b>			
	Justified opinion on the success of the co-operative	2		
	<b>Section total - 2</b>			
	<b>Total marks</b>	<b>30</b>		

**Notes:**

This assessment covers Learning Outcomes 1 and 2 of the Research Co-operative Enterprise Unit. The majority of the marks are therefore for demonstrating an understanding of how the theory of co-operative enterprise is put into practice.

This unit is intended to be accessible to all candidates who have completed the unit Co-operative Enterprise – The Democratic Alternative. No knowledge of Business Management should be assumed. An in depth SWOT analysis is not therefore required. However, at least one strength, weakness, opportunity and threat should be identified, unless a reason is given for omitting an area. In the conclusion the emphasis should be on the 'co-operative advantage.'