
Assignment Guidance Form

iUCO44 – Contribute to the effective running of business

Describe the necessary requirements for effective business operation

To include the following:

- Methods of communication
- Problem resolution techniques
- Resource management
- Record keeping
- Health, safety and hygiene regulations
- Teamwork
- Development targets and productivity
- Legal obligations of working with clients, colleagues and others

This assignment may be presented in any of the following formats and may include some ICT:

- Written report
- Chart
- Diagram
- Graph
- Other pictorial presentation

Document History

Version	Issue Date	Changes	Role
v1	30/09/2019	First published	Qualifications Administrator