

Undergraduate Certificate in Notarial Law Fundamentals for Office Assistants: Intake October 2025

Assessment Task: One written assignment based on chosen questions	
Qualification: <i>Award in Office Management and Administration Fundamentals</i>	Tuition Centre: 21 Academy Licence Number: 2018-017
Level: Award MQF Level 5	Student Name:
Date:	ID Number:
Assignment Deadline: 22 January 2026	
<p>Task The purpose of this unit is to develop an understanding of the topics you will write about which form part of Office Management and Administration.</p> <p>Note This assessment provides students with an opportunity to explain and discuss the relevant theories in relation to the topic they choose to write about forming part of Office Management and Administration Fundamentals.</p> <p>Note <i>You should plan to spend approximately 30 hours researching the assignment question, preparing for, and writing the assignment for assessment. The nominal word count for the assignment is 2,500 words.</i></p> <p><i>Please ensure that you refer to 21 Academy's Assignment Guidelines for comprehensive information regarding the submission of your assignment. Additionally, the assignment submission form must be included with your completed work, clearly indicating which question you have chosen to answer by ticking the box next to the question number.</i></p>	
Answer 1 (one) question from the following:	
☐ Question 1: You have been asked to speak as the keynote speaker at a seminar on a subject you are very interested in. Which measures must you consider in order to provide a speech that is effective? If you plan to use any visual aids, please elaborate. You have been asked to organise a fundraising event for a local charity. What key factors must you consider before, during, and after the event to ensure its success?	
☐ Question 2: Effective communication is essential for a productive workplace. What steps can an office administrator take to ensure clear communication, assertiveness, and conflict resolution in the office?	
☐ Question 3: Good time management is essential for reducing stress and increasing productivity. What steps can an office worker take to manage their time more effectively at work?	
Pass Mark of total weighted score, including Quiz - 50%	Assignment weighted score 80%
By submitting I confirm that this assessment is my own work	
Mark:	Signature: <main assessor>
Date	Signature: <quality assurance>