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| **IBTE Logo** | ***SCHOOL OF BUSINESS******IBTE BUSINESS CAMPUS &*** ***IBTE SULTAN BOLKIAH CAMPUS*****ASSESSMENT NO. \_\_** | **FOR MARKER USE ONLY** |
| **STUDENT NO.** |  |
| Module Title  | Fundamental Business Study  |
| Student Name  |  | SC Number |  |
| Group Code  | BUS04/N/BNA/01 | Submission Date |  |
| Assessor Name | Munif Ahmad |
| Maximum Mark | 104 | Passing Marks | 52 |
| Duration |  |

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| ***Student Instructions:*** |
| 1. **This is an individual assignment**
2. **Students have to provide front cover that contains the following information:**
* **IBTE Logo and Campus name**
* **Name**
* **Group Code and course**
* **Module Title**
1. **Assignment 2**
* **The following guidelines should be used for the presentation slide:**
* **Use Microsoft Power Point or Prezi and MS Word.**
* **Use consistent layout, background and colour formats from page to page**
* **Use font(s) is/are readable**
* **Use font(s) is/are consistent**
* **Answers must be presented according to several sections (stated in this paper)**
* **Free from the use of correction fluid and strikethrough**
* **Correct page numbering**
1. **Submit the hardcopy of this assignment (using a folder)**
2. **The duration of the assignment is TEN days.**
3. **You may consult your instructor whenever needed**
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| ***Learning Outcomes*** |
| Describe corporate social responsibility  |

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| ***Assignment Details:*** |
| **Students are work in groups****“THE IN-KIND BOX “**Corporate social responsibility (CSR) refers to business practices involving initiatives that benefit society. A business's CSR can encompass a wide variety of tactics, from giving away a portion of a company's proceeds to charity, to implementing "greener" business operations.There are a few broad categories of social responsibility that many of today's businesses are practicing:What is Corporate Social Responsibility?**Environmental efforts:**One primary focus of corporate social responsibility is the environment. Businesses regardless of size have a large carbon footprint. Any steps they can take to reduce those footprints are considered both good for the company and society as a whole.**Philanthropy:**Businesses also practice social responsibility by donating to national and local charities. Businesses have a lot of resources that can benefit charities and local community programs.**Ethical labor practices:**By treating employees fairly and ethically, companies can also demonstrate their corporate social responsibility. This is especially true of businesses that operate in international locations with labor laws that differ from those in the United States.**Volunteering:**Attending volunteer events says a lot about a company's sincerity. By doing good deeds without expecting anything in return, companies are able to express their concern for specific issues and support for certain organizations.Social Responsibility” This is not a new term in Brunei Darussalam, it is important to a business because it demonstrates to both consumers and the media that the company takes an interest in wider social issues that have no direct impact on [profit issues](http://www.investopedia.com/terms/p/profitmargin.asp). These issues may be local, national and (for Multinationals organization) global, but a concern for the health and wellness of others that does not involve sales can be seen as commendable if done well.For this reason, evidence of a [healthy social responsibility policy](http://www.investopedia.com/ask/answers/011215/what-are-key-points-good-corporate-social-responsibility-policy.asp) can impact buying decisions where customers seek to make an ethical purchase. This, in turn, can lead to greater profits for a business. However, building a highly regarded and trustworthy reputation is more valuable in this instance, and observers appreciate that social responsibility initiatives take time to establish and manage. In Brunei, there are several Commercial and educational organizations committed and involved in numerous Social Responsibilities projects.Sultan Bolkiah Campus management decided to organized Social Responsibility event, with following SR aim and objective.**Aim**To develop a regular charity program or an event which support and improve the wellbeing of children/people living in surrounding area**Objective:**To support our local community through Sultan Bolkiah Campus volunteering initiatives and to encourage all students and staff to develop a volunteering program within our SBC community.**Social Responsibility Event****“The IN-KIND Box” Event****Outline of Event:*** Develop to meet the above aim and objective, a small scale charity event focusing on less-privilege families in village.
* You are working in small groups to achieve the SBC SR mission. You will be an active member of group of 5 to 6 students.
* As a group you will be creating an In-kind box in which you will fill up with necessity items such as groceries, household products, baby products, school necessities (See list below)
* As a group you then will identify those families that require the in-kind box by meeting up with the ketua kampong in the area you choose

**Task 1 – Group Formation and MOM**1. Develop a group consisting of 6 students.
2. Discuss and describe the importance SR in the meeting
3. Assigned and describe individual responsibility and duties.
4. Develop an organisational structure.
5. You may also give your group a unique Positive name.
6. Conduct meeting and write down minutes of the meeting.

**Task 2 – In-Kind Box*** The group need to find a box (e.g. Sehat Water 600ml Empty box).
* The box needs to be wrapped and decorated.
* Materials used need to be recycled.
* The group needs to add a personal touch to the design of the box.

**Task 3 – The Items to donate*** As a group you are required to fill up the In-kind box with Donated items from the group members as well as to extend a hand to others (Friends, family members, Instructors or public) to kindly donated goodies to be distributed to those in need.
* The Total worth of the items in the box must not exceed more than $20 per box.
* Fill the In-Kind Box with the items.
* Add a special message in the box for the families.

**Suggested List of items:*** Food items (Tins and Packet food).
* Cleaning Products.
* School supplies (Stationeries, Books, Bags, Water bottles)
* Baby products (Used clothing, toys, diapers etc.)

**Nb: Any used items that are donated must be in good condition****Task 4: Identify the Families*** Need to decide as a group which area in the Belait district they want to concentrate around.
* Coordinate (meeting) with the Ketua Kampong (Name-list of those deserving families
* To deliver your box deserving family/ies. All members present during the handing over of the in kind box
* The leader to say a few words before handing the box over.
* 5- 10 pictures/Video taken

 **Task 5: PowerPoint Slides (Individual Presentation)*** What the SR activity about? (4 points)
* Why is Social Responsibility Important? (4 Points)
* What did you learn from this SR activity
* Give 4 positive outcomes of this SR activity

**Task 6: Video Documentation (Group)*** A Video that was recorded during the entire SR activity ( Planning process, box decoration , Meeting with Ketua Kampong and the Delivery of the Box to the families) (15 to 20 minutes)
* Saved on a CD
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| ***Performance Standard:*** |
| Using scenario based learning, describe corporate social responsibility  |

**ASSESSMENT MARKING SCHEME**

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| **TASKS** | **Enabling Objectives** | **Maximum Possible Marks** |
| **TASK 1.1 (Preparation stage: Meeting)**1. Performed assigned tasks
2. Develop groups
3. Assign Responsibility and task.
4. Create Organization chart.
5. Discuss and describe the importance SR in the meeting
6. Name of the SR Event
 | Describe the responsibilities of businesses  | **8** |
| **Task 1.6 (Minutes of Meeting)**1. The nature of meeting
2. Date
3. Time
4. Location
5. List of attending
6. Apologies
7. The plan of action
8. What was decided
9. Action taken
10. Any Other business
11. Time meeting ended
 | Describe the responsibilities of businesses  | **8** |
| **TASK 2** **(in kind box development)****The Box**1. Box must be (insert size)
2. Box has been wrapped.
3. Box is decorated.
4. Personal touch been added by group to box.
5. Recycled materials have been used
 | Describe the responsibilities of businesses  | **8** |
| **TASK 3 (Items to Donate)**1. Gather donated items.
2. Items are in good condition
3. Fill the items in the Box.
4. Special Note added to the box
 | Describe the responsibilities of businesses  | **8** |
| **Task 4: Identify the Families process**As a group:1. Scope of area in Belait district to concentrate around identified. (e.g Pandan 1, Kg Baru Seria)
2. Contact Ketua.
3. Meeting with Ketua Kampong
4. Identified a list of deserving families
 | Describe the responsibilities of businesses  | **8** |
| . Delivery of In kind Box 1. Group have contacted the families. (the day and time it will be delivered)
2. All members present during the handing over of the in kind box
3. The leader to say a few words before handing the box over.
4. 5- 10 pictures taken
 | Describe the responsibilities of businesses  | **8** |
| **TASK 5 PowerPoint Slides (individual Presentation)**Slides should be containing the following information:1. What the SR activity was about

(4 points needed) | Describe the responsibilities of businesses  | **8** |
| 1. Why SR activity is important? (4 Points)
 | Describe the responsibilities of businesses  | **8** |
| 1. What did you learn from this SR activity? (4 points)
 | Describe the responsibilities of businesses  | **8** |
| 1. Give 4 positive outcome of this SR activity (4 Points)
 | Describe the responsibilities of businesses  | **8** |
| Task 6: Video Documentation (Group)1. Video/Slides shows:
2. Planning Process
3. Box decorating process
4. The box filling process
5. Meeting with ketua kampong
6. Delivery to family
7. Video was saved on a CD
 | Describe the responsibilities of businesses  | **8** |
| Students are presenting their slides using the following visual guidelines:1. Use Microsoft Power Point or Prezi
2. Use consistent layout, background and colour formats from page to page
3. Use font(s) is/are readable
4. Use font(s) is/are consistent
5. Answers must be presented according to several sections (stated in this paper)
6. Free from the use of correction fluid and strikethrough
7. Correct page numbering
 | Describe the responsibilities of businesses  | **8** |
| 1. **Promptness in the Submission of Work**

Submit on 19th November 2016 by 2.30 p.m. |  | **8** |

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| ***General Safety Instructions*** |
| Good housekeeping and safety precaution help prevent incidents and possible injuries. Few basic rules should be followed by all candidates are:* Don’t leave rubbish laying about around work area
* Keep all areas clear from obstruction or tripping hazards
* First-aid kits need to be accessible at all times
* Ensure lighting is bright enough to allow safe access and exit
* Ensure that tables and chairs are in good condition and securely fastened

In using computers/laptops/printers for doing assignments:* Do regular checks of plugs, sockets and cables (ensure they are in good repairs)
* Avoid overloaded electrical points
* Know where the fire extinguisher is located and how to use it
* Keep food and drinks out of your workspace
* Keep your workspace clean and free of clutter
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| ***OVERALL GRADE*** |
|  | **Marks** |
| **TOTAL** |  |
| **GRADE** |  |
| **WEIGHTAGE MARKS** |  |
|  ***FEEDBACK*** |
|  |
| Student Signature |  | Date |  |
| Assessor Signature |  | Date |  |
| Internal Verifier |  | Date |  |
| External Verifier |  | Date |  |