

Guidelines for Submission of Assignments

What to submit

1. One non-returnable electronic copy of your assignment document in word format
2. A signed copy of the Authenticity Declaration in pdf format

Naming Conventions for submitted files

1. Assignment documents should be saved using the following naming convention:

'**First Submission or Resubmission** - Company Name - Learner's Name - Learner's P Number - Qualification Code - Assignment Unit Number'

*For example: First Submission - EMP - SmithD – P12345678 – 3A30 – 303. **doc***

2. Authenticity Declarations should be saved using the following naming convention:

'**Authenticity** - Company Name - Learner's Name - Learner's P Number - Qualification Code - Assignment Unit Number'

*For example: Authenticity - EMP - SmithD – P12345678 – 3A30 – 303. **pdf***

Where to submit (Email Address)

Assessment submissions should be emailed to the Support Team at Enabling Maximum Potential using the following email address: support@empotential.co.uk

You should also cc. your tutor when addressing your submission email.

Assignment Title Page

The title page of your assignment document should contain the following information:

- Your Name
- Your Learner P Number
- Correspondence Address
- Date of submission
- Qualification Code / Assignment Unit Number
- **Total Word Count + Word Count Breakdown for each section**

N.B. Failure to include this information will result in your assignment being returned unmarked.

Explanation of terms

Company Name	To be entered when completing a company based programme
First Submission or Resubmission	is this a first submission assignment or a resubmission following a referral?
Authenticity	the title used for the Authenticity Declaration
Learner's Name	please use the format Surname and Initials
Learner's P Number	the unique registration number that was issued to you by the CMI following registration. It is an 8 digit number preceded by a P, e.g. P12345678
Qualification Code	Refer to the CMI Syllabus e.g. 3A30 - Level 3 Award in Principles of Management and Leadership
Assignment Unit Number	Refer to the CMI Syllabus e.g. 303 – Managing Individuals to be Effective in their Role