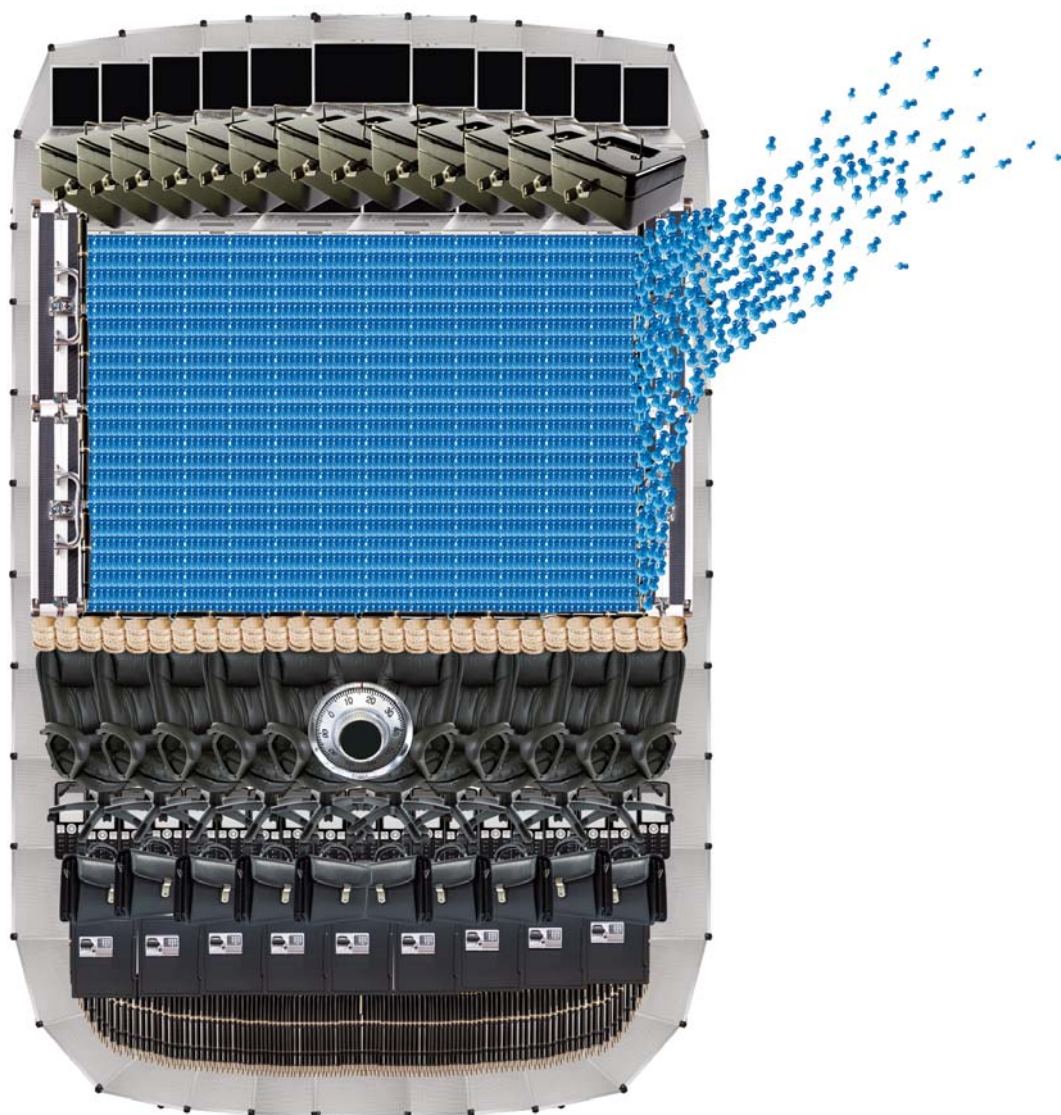


## INFORMATION FOR TEACHERS

## UNIT 5 - BUSINESS ADMINISTRATION AND TEAMS



## Level 2 Business administration and teams Unit 5

### Sample assessment material - information for teachers

**This assignment is provided as an example only. Consortia should produce their own assessments in line with the assessment section of the unit, based on their local delivery circumstances.**

#### Overview

In this assessment learners will work in teams in order to choose a real life event to organise, participate in and critically review its success or failure.

Learners will need to be familiar with taking part in meetings, including agenda and minutes.

#### Time

The assessment will take approximately 5 of the 60 guided learning hours available for this unit.

#### Resources

It would be helpful if learners could have the opportunity to visit a similar type of event to that chosen, before they start to plan and organise their own event.

ICT resources will need to be available to word process minutes of meetings and publicity materials. Access to the internet is needed to research health and safety requirements.

Learners will require access to a video camera to keep a record of their event in task 5.

#### Supervision

Learners will need to be observed during team work and the event, and during the writing up of the assignment under controlled conditions.

#### Collaboration

Learners must work in teams for this assignment. The teacher will need to witness group work and identify individual contributions.

#### Roles

The teacher may be required to chair some team meetings. The teacher may also need to act as a customer at the event, however this role could also be taken by employer representatives that are working with the consortia. Other teachers or the learner's peers could act as customers.

## Marking

Please note that the descriptions in this marking grid relate to the top of each band. Further guidance on using marking grids is available in the assessment section of the specification.

Learning outcomes	Band 1	Band 2	Band 3
	The learner has:		
	0 to 5 marks	6 to 10 marks	11 to 15 marks
1 Know the importance of teamwork and goal setting	Described some of the roles and responsibilities of team members and leaders.	Described the roles and responsibilities and relationships of team members and leaders.	Described in detail the roles and responsibilities of team members and leaders and explained the interrelationships between them.
	Described aspects of team member contributions.	Described, using examples, how team members might best contribute to the team in order to benefit themselves and the group.	Described, using realistic and detailed examples, how team members might best contribute to the team in order to benefit themselves and the group.
	Described aspects of goal setting.	Described, using realistic examples, how the team set achievable goals.	Described, using realistic and detailed examples, how the team set achievable goals.
	0 to 6 marks	7 to 12 marks	13 to 18 marks
2 Know the health and safety requirements relevant to the business environment	Given a vague description of the procedures for reporting and identifying hazards in a business environment.	Described the procedures for identifying and reporting hazards and risks.	Described in detail the procedures for identifying and reporting hazards and risks in relation to the event.
	Identified health and safety legislation, aspects of which are relevant.	Identified relevant health and safety legislation.	Identified health and safety legislation relevant to different aspects of the business environment.
	Outlined emergency evacuation procedures in general.	Outlined procedures for dealing with specific simple types of emergency.	Outlined procedures for dealing with a range of emergencies.
	0 to 5 marks	6 to 10 marks	11 to 15 marks
3 Be able to make effective contributions to a team in order to achieve objectives	Demonstrated some aspects of team working, at times collaborating with others.	Demonstrated aspects of effective team working skills and collaborating with others.	Demonstrated a range of effective team working skills, including agreeing common goals and collaborating.
	Demonstrated aspects of planning and prioritising own work to meet deadlines and goals.	Demonstrated the ability to organise time and plan and prioritise own work to meet deadlines and goals.	Consistently demonstrated the ability to organise time and plan and prioritise own work to meet deadlines and goals.
	Shown support and consideration to others when prompted.	Shown adaption of behaviour and fairness and consideration to others.	Shown fairness and consideration towards others, and adapting behaviour to suit the situation and individual role.

	0 to 4 marks	5 to 8 marks	9 to 12 marks
4 Be able to assess the Effectiveness of a team	Accurately reviewed aspects of own and others' performance within the team, in simple terms.	Accurately reviewed aspects of own and others' performance within the team, including achievements and opportunities for future progress.	Accurately reviewed effectiveness of own and others' performance within the team, including achievements and identifying constructive and achievable opportunities for future progress.
	Accurately analysed aspects of the behaviour of team members which could have impacted on team performance.	Accurately analysed the behaviour of team members which could have impacted on team performance.	Accurately analysed the behaviour of individual members and how it impacted on team performance.

## Sample assessment material – information for learners

### Assignment overview

The purpose of this internal assessment is for you and your team to choose a real life event to organise, participate in and critically review its success or failure.

You will be need to record your personal and the team's contributions to the event by making a video record and collecting evaluations. Your teacher will provide you with a witness testimony to record you personal contribution.

### Time

You will have 5 hours to complete the written parts of the assessment.

### Roles

Your teacher will mark your written work and also witness the work you do in teams and at the event.

### Assignment Brief

#### Organising and Running an Event

In this assignment you will be working as a team to organise and run a charity fundraising event that will take place during lunchtime at your school

As a team you will need to decide what the fundraising event will be for. It could contribute to an existing fund raising event such as children in need or comic relief. Alternatively it could be for something that is particular interest to you or your group. What the event will be and who it will be for will be a team decision.

Once the type of event has been decided, you will help plan and organise the event. You will be given a role to complete and you will need to complete this role to the best of your ability because your team will be depending on you.

On the day of the event you will be heavily involved but you will need to make sure you record what happened, because after the event you will need to evaluate both your own and your team's performance.

### Tasks

#### Task 1

##### Getting Started

Your team will identify a charity fundraising event that it will organise. The event will take place at your school or college at lunch time or after lessons.

The choice of event will be decided democratically, but each team member must suggest a possible event that they would like the team to organise, therefore you will need to make a short presentation to the whole team about your suggested event.

## **Task 2**

### **Organising**

Your team should now

- Identify an event to organise
- Undertake a skills audit of the team
- Agree the roles and responsibilities that will be required for the team
- Allocate team members to the roles identified

You should write a short report that explains and justifies the decisions that your team has taken in this task.

## **Task 3**

### **Planning**

The team and each team member must now plan for the event. Each team member will produce an individual action plan prioritising how to meet and carry out their own role and responsibilities. In addition, the team will meet to ensure that progress towards organising the event is monitored and controlled. Team members will need to be flexible in balancing their individual role with the needs of their team.

In addition to your own individual action plan you need to keep team planning documents such as minutes and reports.

## **Task 4**

### **Health and Safety**

Your team and those attending the event have the right to a healthy and safe environment. It is the responsibility of your team to ensure that health and safety requirements are met.

You should keep records of how your team has ensured that health and requirements have been met. Examples of these records could include risk assessments.

## **Task 5**

### **The Event**

Your team needs to keep a record of what happens during the event. Make sure you take photographs, video records and collect evaluations. You will need this for task 6. Your teacher will complete a witness statement recording your contribution to the event.

## **Task 6**

### **How did we do?**

Your team will need to review what went well and what did not with your event. The team should have a review meeting to discuss this. You should write a short report outlining the findings of the review meeting focusing on:

- The performance of the team
- Your own performance
- How working as a team has or has not helped in the achievement of organising an event.