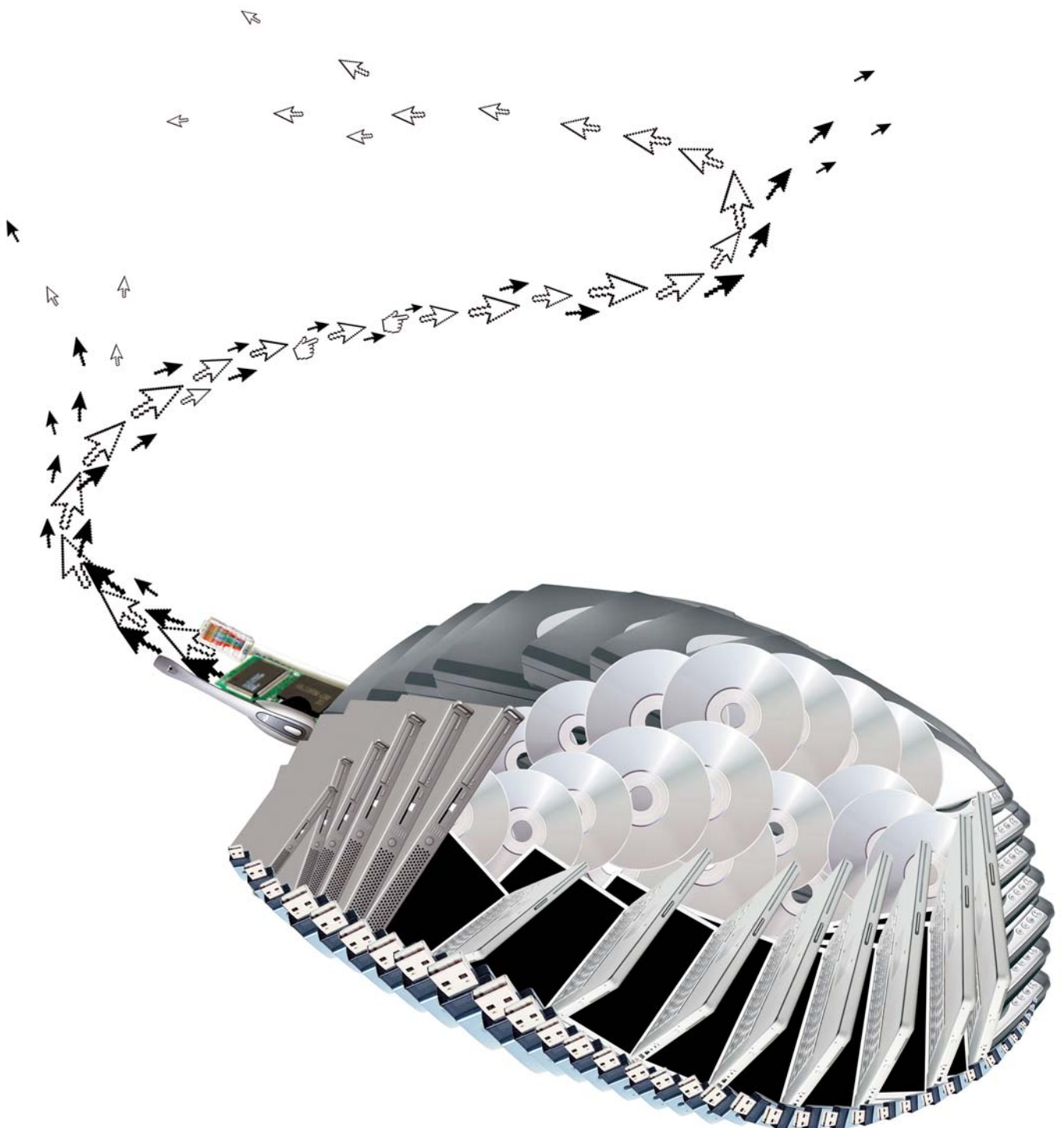


ASSESSMENT GUIDANCE



## **IT Advanced Diploma**

### **Assessment Guidance**

#### **Task Setting Detail**

**The Advanced (Level 3) specification states:**

Upon successful completion of the Level 3 Diploma, learners will be able to:

- Apply a wide range of knowledge, skills and procedural and conceptual understanding to tackle tasks and problems.
- Demonstrate comprehension of relevant theories, methodologies and structures processes.
- Work across a wide range of different contexts, many of which are complex.
- Use analysis, judgement and evaluation skills.
- Take responsibility for initiating and completing tasks and procedures, exercising autonomy and judgement.
- Adopt a similar approach to all of their work, that of, plan, do, review/evaluate and do again, to refine their solutions to problems.
- Demonstrate their ability to work within teams as well as independently, reflecting upon a complex set of organisational and behavioural issues associated with technology change.

#### **Internal assessment requirements**

Learners should work under controlled conditions in accordance with the guidance in Section 4.4 of the specification, and evidence should be kept for moderation purposes.

#### **The units in detail**

##### **Level 3 Unit 3**

This unit is best delivered and assessed with Unit 4, Unit 5 and/or Unit 6. Evidence produced in this unit could possibly be used in other units too.

The emphasis is on a professional approach to investigating a problem and the production and presentation of a business case. Communication is assessed in this unit.

For this unit it is strongly recommended that candidates have a real business user who will work with them throughout this unit. Ideally it would be the same business user for Unit 4 or Unit 5, so that there is continuity. Employers can be involved in assessment of this unit; evidence might be in the form of Witness Statements or audio/video evidence.

It makes an ideal introduction to either of these units as it is basically an analysis of a problem and the production of a feasibility study. Candidates are expected to investigate an existing system, either a manual system or an electronic system and to recommend a solution to the inherent problems.

Unit 3 lends itself to group work. There could be two or three students working on the same project with the same business user. The assessor will then need to be clear about the contribution of each member of the team to ensure that all criteria have been assessed for each candidate. There are opportunities for peer assessment within groups. Assessors will therefore need to be fully involved in observing group activities to ensure that peer assessment is rigorous and valid. Business users may also be asked to contribute to this peer assessment.

In this unit candidates are analysing an existing system and making recommendations for a new system. This would then tie in well with the other units, because the candidates could go on to design and produce either a database or multimedia product, depending on how the units are combined.

### **Assessment criteria topic 1**

This is an investigation into an existing system, either manual or electronic. The candidates should complete a system investigation using industry standard approaches. They will research the existing system using a variety of research methods and they will analyse their findings to produce a feasibility study. To complete this topic satisfactorily they will need a variety of skills: analytical skills, communication skills, mathematical skills, reflective skills, team working skills and investigative skills.

### **Assessment criteria topics 2 & 3**

These topics are about communicating in a business environment. Candidates must make an executive presentation. This should be to a business user to report on their findings in topic 1. The business user may be involved in the assessment of these topics and evidence could be written feedback in the form of a Witness Statement, or it could be multimedia evidence such as video/sound recordings during the presentation.

### **Assessment criteria topic 4**

There is an emphasis on evaluation in this section. Candidates are expected to produce a personal performance appraisal. This would ideally include an ongoing document such as a reflective log which could be paper based or electronic. A personal development plan that identifies areas of weakness and where further training would be required would be really good evidence here, as the personal evaluation is not about IT skills but about personal skills.

There is also an evaluation of the work carried out. Again, this could be tied in with the other coursework units and evidence could be used as assessment for the evaluation parts of other units.

### **Level 3 Unit 4**

In this unit candidates will create a technology solution to solve a stated problem. This unit can be combined with Unit 3 to provide a natural progression from the feasibility study to the completed system. A real business user will give the candidates the best opportunity for success.

#### **Assessment criteria topic 1**

Evidence for some elements of this unit can be combined with the evidence of Unit 3. The same evidence may be used for this unit and for Unit 3.

Topic 1 is the analysis section of the unit. Whilst work from Unit 3 can be used, there is more work needed to complete this topic. It is important that candidates identify how the system under investigation fits in with other systems in the business and how the new system will interact and share data with these systems.

Whilst Unit 3 is about looking at the existing system, this unit is about the proposed system.

#### **Assessment criteria topic 2**

This criterion requires evidence to show that the systems life cycle has been followed. A clear set of user requirements from the business user is needed. There should be sufficient detail to clearly identify what is required. Emphasis should be on inputs, processes and outputs, and the interaction of the new system with the other systems in the business.

#### **Assessment criteria topic 3**

In this section candidates are assessed on the design, implementation and testing of a technology system. The system must be a relational database and there should be an element of coding which may be SQL, a user interface created in HTML, a link to a website using ASP, VBA scripting and so on. When testing the system it is important that candidates use a range of data to ensure that the system will run under all conditions.

Documentation for this section could be paper-based or the candidate could submit the completed database for assessment, perhaps with an audio commentary. Centres are encouraged to be creative when submitting evidence.

Candidates are asked to produce a user guide for the completed system. This user guide should relate to the completed system and not to how it was created.

#### **Assessment criteria topic 4**

This topic is an evaluation section and it is strongly recommended that the business user is involved in the assessment for this topic. In discussion with the business user candidates should identify how the completed system could be improved so that it becomes operational.

#### **Assessment criteria topic 5**

The candidate will be assessed on the use of English. Marks will be awarded for spelling, punctuation and grammar and for the use of specialist vocabulary.

#### **Level 3 Unit 5**

In this unit candidates will create a website with a multimedia element. This unit could be combined with Unit 3, Unit 4 and/or Unit 6.

#### **Assessment criteria topic 1**

This is an analysis of existing digital media products and of user requirements. As with the other internally assessed units, a business user is needed. The business user may or may not already have a digital media product. Where there is no existing product, analysis of products should be in a similar context to the problem to be solved.

#### **Assessment criteria topic 2**

This topic is about the design, creation and testing of a digital media product. Designs must be included for the website element and for the multimedia element of the assessment.

The choice of tools to be used in this unit will be dependent on those available in the consortium. However, it is expected that the choice of tools is suitable for producing a professional product that will be used by a business user.

For testing, candidates must test the completed product including evidence of user testing and audience testing. A range of platforms should be used to ensure the product will display in different user situations.

In this section a user guide must be produced. The guide must be focused on how the business user can make changes to the product, rather than how to view pages and elements. The guide must contain instructions for changing the website and the multimedia product.

In this unit candidates must show an awareness of relevant legislation.

#### **Assessment criteria topic 3**

This topic is an evaluation topic. The evaluation this time must relate to feedback received from a relevant audience and from the business user. Based on the feedback there will be improvements to the completed product.

## **Level 3 Unit 6**

This unit can be combined with any of the internally assessed units and could also be combined with the Extended Project Qualification.

### **Assessment criteria topic 1**

In this topic candidates are expected to show an understanding of project management, including available tools, the role of a project manager and project planning.

A plan for a project that the candidate is involved in is an integral part of this topic, as well as an evaluation of how the project was managed.

### **Assessment criteria topic 2**

This topic is concerned with how a team would manage a project for a technology-enabled solution. It is therefore essential that candidates are given the opportunity to work as part of a team on a project. There is some use of Maths in this topic for the estimation of time and costs involved in the project.

### **Assessment criteria topic 3**

Projects do not always go to plan. It is important that potential risks are taken into account when project planning, so this topic concentrates on these aspects of project planning. It would be useful for candidates to discuss project management and risk assessment with a business user who has relevant experience of running large scale projects and with one who has experience of small-scale projects.

### **Assessment criteria topic 4**

The use of English will be assessed in this topic. When managing a project and dealing with business users, it is important that candidates can communicate effectively. This topic takes account of the communication element through documentation and the correct use of English.