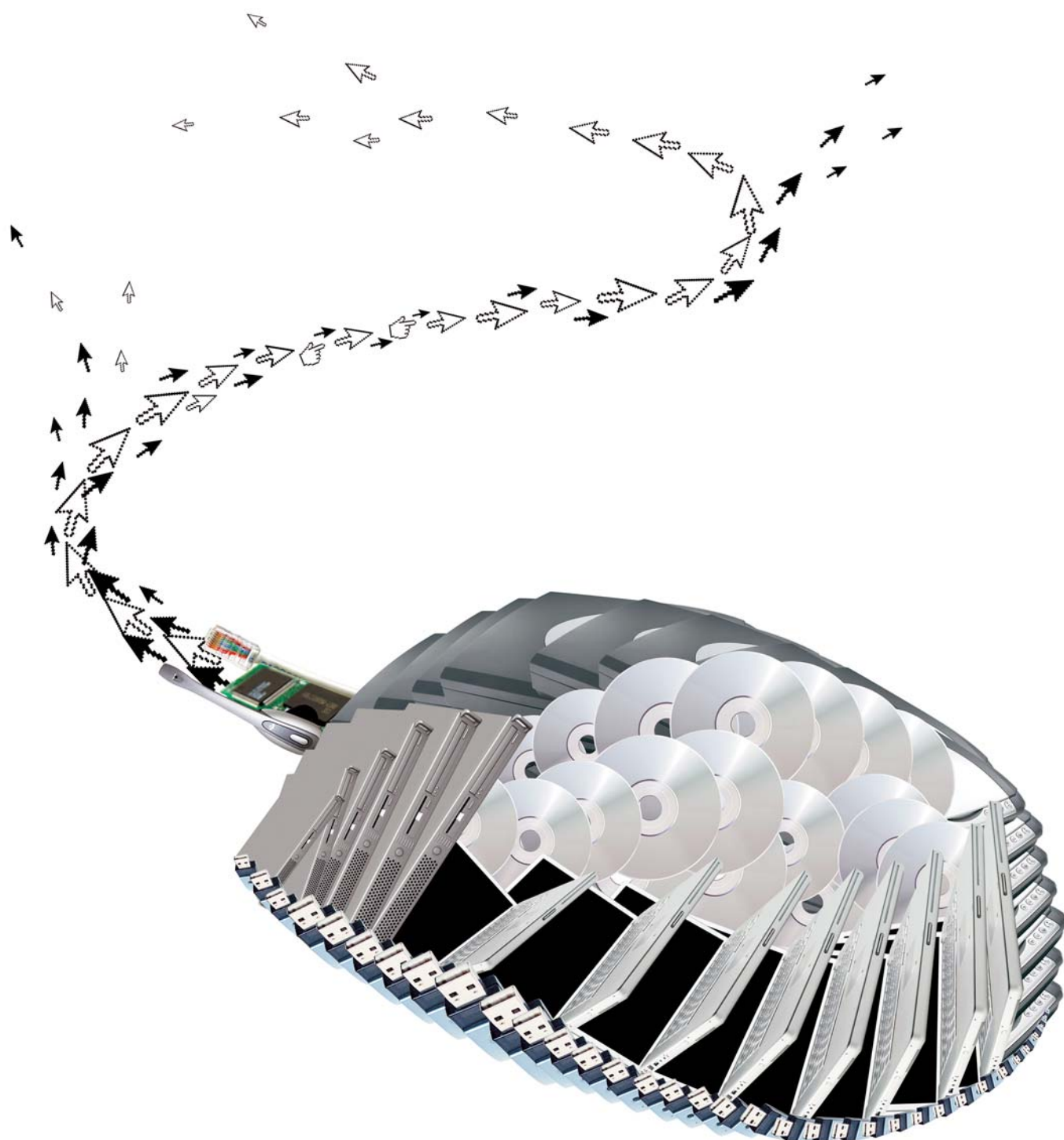


SAMPLE INTERNALLY ASSESSED UNIT COMMENTARY

UNIT 2 - EXPLORING ORGANISATIONS



Diploma – Principal Learning Information Technology

Level 2 Unit 2 Exploring Organisations

Sample Internally Assessed Unit Commentary

Please note that the following internal tasks, responses and moderator commentary are provided as examples only for the purpose of assisting assessors delivering the Diploma Principal Learning. A direct relationship between the marks/commentaries and a unit grade cannot be made at this stage, since grade boundaries will be determined at the Award Meetings at the end of each series.

**AQA-C&G IT DIPLOMA: PRINCIPAL LEARNING LEVEL 2, UNIT 2: EXPLORING ORGANISATIONS
EXAMINATION:**

YEAR OF

Centre Number	Candidate Name	Assessor	Total Mark
	Candidate Number	Moderator	Moderator's Mark
			34/48
			/48

Assessment criteria topic 1: Business functions, roles and responsibilities within different types of organisation (12 marks)

	0-1 mark	2 marks	3 marks
1	Candidate has described the organisational structure of one named organisation	Candidate has described the organisational structures of several named organisations.	Candidate has described the organisational structure of several named organisations and explained why the structure is suitable for each organisation.
	<p>Location of evidence, including page number: On <i>page6.html</i>, <i>page7.html</i> and <i>page9.html</i>, the candidate describes the structures of Ben and Jerry's, Scarlatti's and Dockkeys. The descriptions also give some indication of why the structure is suitable for the organisation. The explanation of the structure for Ben and Jerry's is not sufficiently detailed to award three marks overall.</p> <p>Comments:</p>		
2	Candidate has described some functions within one named organisation	Candidate has described the business functions within several named organisations	Candidate has described the business functions within several named organisations and explained why these functions exist within the organisations.
	<p>Location of evidence, including page number: <i>page10.html</i> and <i>page11.html</i> contain details of the business functions to be found within the three organisations. These are not complete, however, for Ben and Jerry's and the explanation of why these exist is lacking.</p> <p>Comments:</p>		
3	Candidate has stated the different roles and responsibilities within a named organisation	Candidate has explained the different roles and responsibilities within a named organisation	Candidate has explained the different roles and responsibilities within several named organisation
	<p>Location of evidence, including page number: These are best described in Scarlatti's, <i>page11.html</i> where there is an explanation of the roles and responsibilities. This is sufficient for two marks when accompanied by the generic description</p>		

	on <i>page5.html</i> Comments:	2
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0-1 mark		2 marks	3 marks
4	Candidate has attempted to identify how technology supports a named organisation	Candidate has explained how technology supports a named organisation in meeting its objectives	Candidate has provided a good explanation of how technology supports functions and roles of a named organisation, to help it meet its objectives
	<p>Location of evidence, including page number: The candidate has explained how technology supports both Scarlatti's and Dockey's, on <i>page9.html</i> and on pages UT1 and 2. These explanations, whilst meeting the requirement for two marks are not sufficiently detailed to be considered a good explanation of how technology supports all the roles in Scarlatti's.</p> <p>Comments:</p>		

Assessment criteria topic 2: Organisational cultures, values and goals within organisations (6 marks)

	0-1 mark	2 marks	3 marks
5	The candidate has attempted to describe the culture, values and goals of an organisation	The candidate has described the culture, values and goals of a range of named organisations	The candidate has compared and contrasted the culture, values and goals of a range of named organisations
	<p>Location of evidence, including page number: The candidate has done this for Ben and Jerry's and for Scarlatti's. There is insufficient detail, however to be awarded three marks. The descriptions lack comparison and contrast: <i>page8.html</i>, page IBC1.</p> <p>Comments:</p>		
6	The candidate has attempted to describe how culture, values and goals of an organisation may have an impact on it meeting its business objectives	The candidate has described how the culture, values and goals of a range of named organisations may have an impact on them meeting their business objectives	The candidate has demonstrated a full understanding of how the culture, values and goals of a range of named organisations may have an impact on them meeting their business objectives
	<p>Location of evidence, including page number: Again the candidate has provided a description of these within Ben and Jerry's and Scarlatti's but it is not detailed enough to demonstrate a full understanding of the impact that these may have on the organisation meeting its business objectives. Page IBC1.</p> <p>Comments:</p>		

Assessment criteria topic 3: Business processes (12 marks)

	0-1 mark	2 marks	3 marks	4 marks
7	Candidate has stated some business processes within organisations	Candidate has given some examples of business processes within named organisations	Candidate has described some examples of business processes within named organisations	Candidate has explained how the business processes described help the organisations to meet their business objectives
	<p>Location of evidence, including page number: <i>page10.html, page11.html</i> and page UT1 give some examples of business processes within Scarlattis and Dockey's (though this is extremely brief). There is just sufficient here for two marks as there is very little description.</p> <p>Comments:</p>			<p>Mark</p> <p>2</p>
8	Candidate has attempted to state the purpose of some business processes	Candidate has stated the purpose of some key business processes	Candidate has explained the purpose of some key business processes	
	<p>Location of evidence, including page number: The candidate has attempted to state the purpose of some key business processes, but these are not very clear. The number of examples is limited and there is no demonstration of understanding that these processes are key to the business described.</p> <p>Comments:</p>			<p>Mark</p> <p>1</p>
9	Candidate has provided an example of the use of digital technology within an organisation to support a business process	Candidate has provided a range of examples of the use of digital technology within organisations to support business processes	Candidate has given a detailed description of a range of examples of the use of digital technology within organisations to support business processes	
	<p>Location of evidence, including page number: Pages UT1 and UT2 give examples of how digital technology is used to support business processes in Scarlatti's and Dockey's. This is sufficient for two marks but for three marks a greater range of examples should be given and they should be described in more detail.</p> <p>Comments:</p>			<p>Mark</p> <p>2</p>

0-1 mark		2 marks	3 marks	4 marks
10	Candidate has stated the benefits and drawbacks of using digital technology to support business processes	Candidate has explained the benefits and drawbacks of using digital technology to support business processes		
	<p>Location of evidence, including page number: Some of the benefits are stated for Dockey's and explained in simple terms for Scarlatti's, page UT1 and page UT2. Also some disadvantages are stated. There is an attempt at explaining these disadvantages for Scarlatti's but very little detail is given.</p> <p>Comments:</p>			<p>Mark</p> <p>1</p>

Assessment criteria topic 4: Setting up and running a mini-enterprise (18 marks)

0-1 mark		2 marks	3 marks
11	Candidate participated in the mini-enterprise	Candidate participated in the mini-enterprise, adopting a clearly defined role	Candidate participated in setting up and running the mini-enterprise, adopting a clearly defined role.
	<p>Location of evidence, including page number: The candidate has clearly been involved in setting up and running the mini-enterprise, taking on a clearly defined role. This is shown in multiple documents. See Minutes of Meetings, Teacher Witness Statements, Mini Enterprise Presentation.</p> <p>Comments:</p>		
12	Candidate produced a plan for the period of running the mini-enterprise	Candidate has produced a detailed plan and timetable for the period of running the mini-enterprise	
	<p>Location of evidence, including page number: The candidate produced a plan of the mini-enterprise, pages TP1 and TP2. This is not detailed. The original plan gives some information about who is responsible for the various actions and the length of time that they will take, but there is little detail about the changes to the plan.</p> <p>Comments:</p>		
13	Candidate used information from a range of sources to reach conclusions during the mini-enterprise	Candidate used information from a range of sources, in a range of styles, to reach conclusions and make recommendations during the mini-enterprise	Candidate analysed information from a range of sources, in a range of styles, to reach conclusions and make recommendations during the mini-enterprise
	<p>Location of evidence, including page number: The candidate used information from parents, market research surveys and feedback from shopkeepers to make recommendations and reach conclusions. The survey information was analysed using a spreadsheet. See Pages PE2, MM4.1, <i>Survey.xls</i></p> <p>Comments:</p>		

	0-1 mark	2 marks	3 marks
14	Candidate made some attempt to evaluate their own performance in the mini-enterprise	Candidate evaluated their own role and individual performance in the mini-enterprise	Candidate evaluated their own role and individual performance in the mini-enterprise and evaluated the team's performance
	<p>Location of evidence, including page number: The candidate has provided a good evaluation of their own performance, an evaluation of the team's performance and provided recommendations for improvement. See Mini Enterprise Presentation and Project evaluation.</p> <p>Comments:</p>		<p>Mark</p> <p>3</p>
15	Candidate described how some of the decisions made affected the mini-enterprise	Candidate reflected on some of the decisions made that affected the mini-enterprise and explained any that would have been changed with the benefit of hindsight	
	<p>Location of evidence, including page number: The candidate has reflected on decisions made, see page PE2. There are also decisions that might have been changed with the benefit of hindsight, such as keeping job roles permanent, duplicating work done by other team members, not delegating work, see page MEP4.</p> <p>Comments:</p>		<p>Mark</p> <p>2</p>
16	Candidate made some brief suggestions about how the mini-enterprise could be improved in the future	Candidate made some recommendations about how the mini-enterprise could be improved in the future, based on their evaluation	Candidate made some recommendations about how the mini-enterprise could be improved in the future, based on their evaluation and explained how it had improved their understanding of organisational structures, roles and business processes
	<p>Location of evidence, including page number: The Presentation, pages MEP 4 and MEP5 provide some recommendations about future improvements. Page MEP4 also explains how the practical project had built on their understanding of organisations, though this is not sufficient for three marks as business processes and structure are lacking. The Project Evaluation, page PE2, provides additional recommendations.</p>		<p>Mark</p> <p>2</p>

	Comments:	
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	0-1 mark	2 marks	3 marks
17	Candidate created a presentation on the outcomes of the mini-enterprise and their role in it and delivered it to an audience	Candidate created a presentation on the outcomes of the mini-enterprise and their role in it and delivered it to an audience using appropriate communication skills, English, mathematical and problem-solving skills	
	Location of evidence, including page number: The candidate created and gave the Mini Enterprise Presentation. The Teacher Witness Statement, page TWT2, provides evidence to support the assessment that this should be awarded two marks.		Mark
	Comments:		2

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