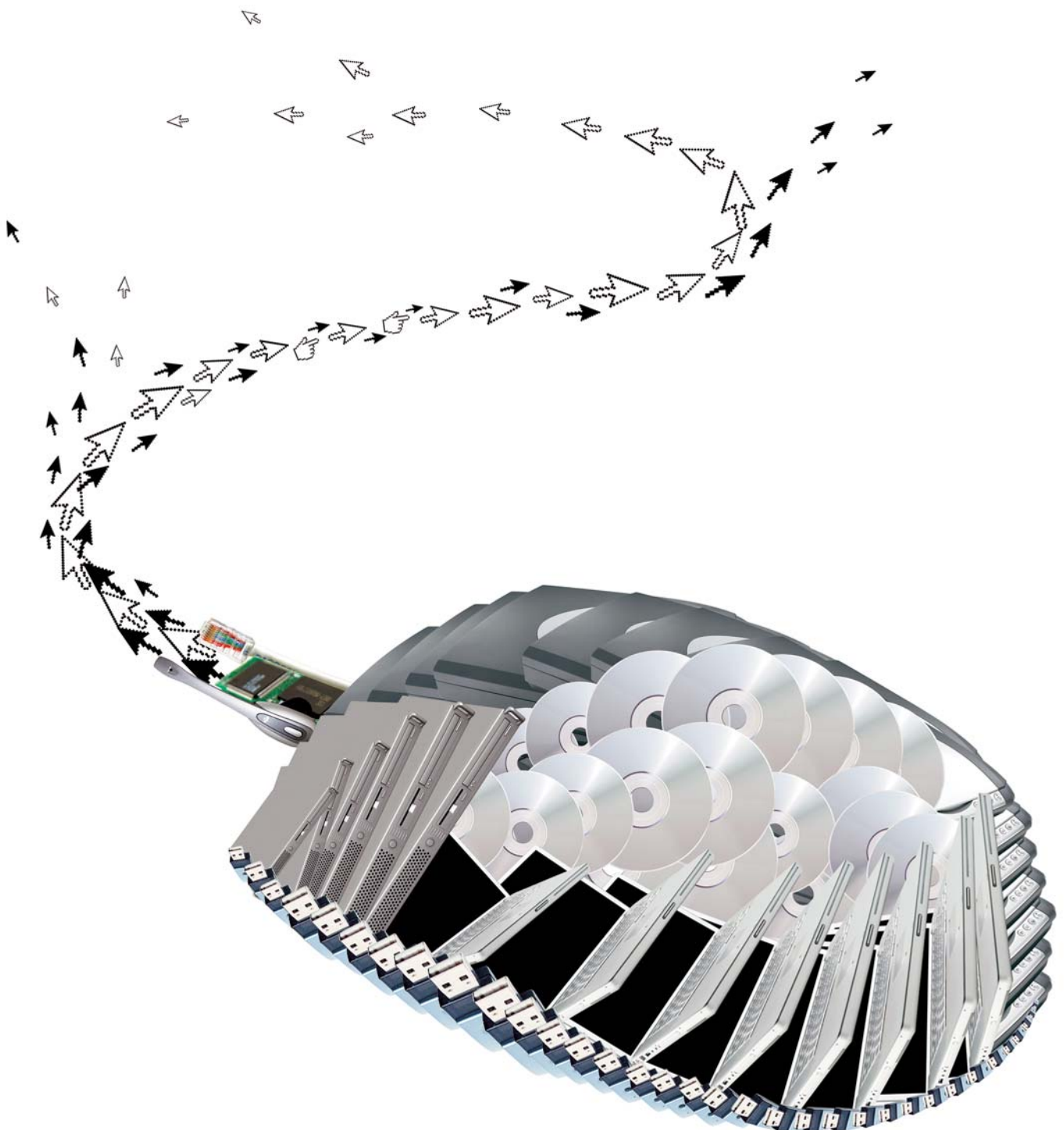


SAMPLE INTERNALLY ASSESSED UNIT COMMENTARY

UNIT 4 - SKILLS FOR INNOVATION



Diploma – Principal Learning Information Technology

Level 2 Unit 4 Skills for Innovation

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.

Pharmacy Project Commentary

Unit 4

Darren has carried out research into a business problem that has recently been discussed at his part time workplace.

This has led to him approaching his employer with a view to looking at possible solutions. With his employer's help he has carried out some research, gathering appropriate numerical data and other relevant information, has analysed this using a spreadsheet and used the resultant figures to cost various possible solutions from ideas that he has generated. The conclusions have been presented in a report to his employer and a presentation.

Darren has initially looked at a number of scenarios for improving the business (shown in the mind map) and has selected the two most appropriate scenarios to work on, which he considers will have the most impact on the business (as discussed in the report).

The options considered have been investigated (interview and questionnaire) with a range of data being gathered that are relevant to the scenarios. The data has been analysed using a spreadsheet (see the scenarios spreadsheet) and conclusions have been drawn (as shown in the report).

A presentation has been given to the staff of the business, with Darren also preparing some sample documents to support the presentation (see the presentation, presentation with speakers notes and sample delivery note).

Conclusions have been drawn from the initial investigation and research and this has led on to further options being investigated (a development of original options shown in the report).

In analysing the data, Darren has used spreadsheet tools well and has provided results in a graphical and tabular form that can be readily understood. There is little evidence that he has checked the results produced by using complementary tools such as estimation or approximation, though there is some evidence in the report.

Darren uses consistently good English in his communications, though some errors in spelling and punctuation are apparent. These, however, are minor. His style of writing and vocabulary are appropriate to the topic and form of communication.

The Witness Statement from his employer shows that his style of delivery was appropriate to the audience to whom the presentation was aimed and that he answered supplementary questions with confidence.

The legal and ethical considerations of following the recommended options have been considered, but not in great detail.

An overall mark of **39/48** is awarded.

There are many elements of this project that could contribute to evidence for Unit 3. The project could also easily be extended to include research into the communication methods used within the pharmacy organisation and the potential methods to be used if the recommendations are taken up.

AQA-C&G IT DIPLOMA: PRINCIPAL LEARNING LEVEL 2, UNIT 4: SKILLS FOR INNOVATION YEAR OF EXAMINATION:

Centre Number	Candidate Name	Assessor	Total Mark	/48
	Candidate Number	Moderator	Moderator's Mark	39/48

Assessment criteria topic 1: Numerical and graphical techniques (21 marks)

	0-1 mark	2 marks	3 marks	
1	Candidate has collected simple numerical data for a specific purpose	Candidate has collected business-relevant numerical information for a specific purpose	Collected business-relevant numerical data and information for a specific purpose	
	<p>Location of evidence, including page number: The candidate has collected relevant data and information about the pharmacy deliveries and competitors' costs. The data and information collected have been gathered for a specific purpose (to investigate scenarios for expansion). The data can be seen in the spreadsheet file (<i>scenarios.xls</i>) and in the completed questionnaire, feasibility study and report documents.</p> <p>Comments:</p>			Mark 3
2	Candidate has selected relevant data from their collection and presented it for a specific purpose	Candidate selects and presents the business-relevant information graphically using digital technology or otherwise; candidate checks that the output is reasonable	Selects and presents the data and information in a variety of different ways using digital technology or otherwise for a specific purpose. Candidate uses estimation and approximation to check that the output is reasonable	
	<p>Location of evidence, including page number: Relevant data has been selected for presentation. This is seen in both the report and in the presentation itself. The data has been represented in both graphical and tabular format, with text explanations. Although there is an indication of checking outputs to ensure they are reasonable (Report, page R7), this is limited. It is not apparent that other outputs have been checked at all. The comparison between delivery charges calculated and competitors' prices has been made, but this is a check on the conclusion rather than the calculated data.</p>			Mark 1

	Comments:	
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	0-1 mark	2 marks	3 marks
3	Candidate attempts to explain why they have used a particular method to present the information	Candidate has clearly explained why they chose a particular method to present the information	Justification for the chosen method(s) of presentation are detailed and suitable for the specific purpose
	Location of evidence, including page number: The candidate has explained the various methods of presentation (Report, page 17). These are detailed and the methods of presentation are suitable for the purpose. Comments:		
4	There is evidence of extracting some knowledge from numerical data presented in a variety of ways	Candidate effectively interpreted simple numerical information and presented it in a variety of ways	Effectively interpreted complex numerical information presented in a variety of different ways
	Location of evidence, including page number: In the presentation and the report the candidate has interpreted complex numerical information, based on several variables. This has been explained in both documents. The interpretation is, particularly with the graphs, limited in that no comparisons are clearly drawn where differences are visible. This limits the effective interpretation of the information. Comments:		
5	Candidate has attempted to draw some conclusions and made predictions from numerical data	Candidate has drawn conclusions, made predictions and recommendations for action based on numerical information	Candidate has drawn conclusions, made predictions and proposed recommendations for action based on numerical information; incorporating costs and benefits
	Location of evidence, including page number: Conclusions have clearly been drawn, both interim and final conclusions (Report, pages 8 to 11 and 14). Recommendations for action have been based on the conclusions drawn from the information. There is some indication of costs involved in setting up a service (sheet 3 of the scenario spreadsheet) but this		

	<p>is not mentioned in the report, which focuses on the costs and benefits of various charging regimes. Overall the candidate has missed the opportunity to provide basic costings for the whole service and therefore providing information about such things as return on investment and the cost recovery period likely. Some predictions about service take-up have been made in the report (page 15) based on the information.</p> <p>Comments:</p>	
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	0-1 mark	2 marks	3 marks
6	Digital technology is used to present recommendations to an audience	Digital technology used is suitable for the audience and recommendations have been presented in a structured manner	Digital technology used is suitable for the audience and recommendations have been presented in an objective and structured manner; Candidate presents confidently and demonstrates knowledge in answering questions b their solution
	<p>Location of evidence, including page number: The candidate has used a data projector and laptop to present their findings in person. A word-processed report has also been prepared. The witness statement from the candidate's employer shows that the presentation was well structured and objective. It also shows that the candidate was confident (though nervous) and answered supplementary questions well.</p> <p>Comments:</p>		Mark 3
7	Some numerical and graphical information is included in their presentation of recommendations	Included relevant graphical/statistical/tabular output to support conclusions and provided convincing reasons for recommendations	Candidate includes a variety of relevant graphical/statistical/tabular outputs to support conclusions and provides convincing reasons for recommendations
	<p>Location of evidence, including page number: The candidate has included a variety of relevant graphs, screenshots and tables in the presentation and report that support the conclusions made. The reasons for their conclusions and recommendations are convincing (see Witness Statement).</p> <p>Comments:</p>		Mark 3

Assessment criteria topic 2: Presenting a proposal to address a business issue (18 marks)

	0-1 mark	2 marks	3 marks
8	Candidate carefully considered all available scenarios and selected one.	Summarised the current position of their chosen scenario	Used business relevant vocabulary, to clearly summarise the current position of their chosen scenario
	<p>Location of evidence, including page number: The mind map has demonstrated that various scenarios have been considered and one main one (the development of the delivery service) and a subsidiary one (web presence) have been selected as having most impact on the business. The Feasibility Study and initial section of the report summarise the current position. The vocabulary used is relevant in the context of the business and the scenario being developed.</p> <p>Comments:</p>		
9	Recognised opportunities for improvement of their chosen scenario	Researched and recognised the scope of opportunities for improvement to their chosen scenario	Recognised opportunities for improvements of their chosen scenario, providing information which is based on sound analysis
	<p>Location of evidence, including page number: The candidate has recognised that there are opportunities for improvement in the business and has generated a number of ideas (mind map and feasibility study). Information has been gathered in researching these possibilities and some options have been discarded. This demonstrates that sound analysis has been carried out. In addition the options chosen for development have further been amended during the detailed analysis stage.</p> <p>Comments:</p>		
10	Generated options for improvements of one scenario	Generated a range of improvement options for the scenario	Generated a range of improvement options for the scenario which demonstrate innovation and creativity
	<p>Location of evidence, including page number: A range of options has been generated (mind map and feasibility study). Some of these are innovative and move into areas that the pharmacy has not considered before (e-commerce site, opening new branch). All appear to be creative responses to the current identified problems.</p> <p>Comments:</p>		

	0-1 mark	2 marks	3 marks
11	Assessed the merits of the options for their chosen scenario	Assessed the merits of the options for their chosen scenario, using costs and benefits	In assessing their merits, looked at costs, benefits and considered how ethical and legal issues may affect the chosen solution
	<p>Location of evidence, including page number: The candidate has briefly assessed the merits of the options suggested, in the feasibility study. This has been done through a limited study of the costs and benefits, though this is not done in detail so only two marks can be awarded.</p> <p>Comments:</p>		
12	Proposed a basic recommendation for action for a scenario	Candidate supported the proposal of a recommendation for action for the scenario, with appropriate statistics and graphs	Proposed recommendations for action for the scenario using appropriate statistics and graphs, summarising key features of the recommendations
	<p>Location of evidence, including page number: Some recommendations have been made (Report, page 15 and presentation). These are supported by relevant graphs which summarise some of the key features of the recommendation. However the recommendations are not fully supported by the figures shown (see amended delivery charges recommendation, Report page 14).</p> <p>Comments:</p>		
13	Given a presentation which shows some ability to argue a case	Given a presentation with ability to modify responses, where necessary, to questions showing good ability to argue a case	Candidate presents proposal, with responses to questions showing good ability to argue a case which is compelling and based on logical persuasive arguments
	<p>Location of evidence, including page number: The employer witness statement shows that the candidate gave a persuasive presentation and that the questions were answered in a thoughtful way, taking on board suggestions and comments made whilst still being convinced of the case being argued. However, there is insufficient feedback from the presentation (including one incorrect figure on Slide 7) to allow the award of the third mark. Unfortunately there is no concluding feedback from the employer after the presentation has been given as to whether the recommended action</p>		

	might be taken as a result of the candidate's work.	
	Comments:	

Assessment criteria topic 3: Legal and ethical considerations (9 marks)

	0-1 mark	2 marks	3 marks
14	Listed ethical considerations that may affect the business	Described how ethical considerations may affect the options	Shown an understanding of the implications of ethical issues to any technology-related solution for the business
	Location of evidence, including page number: Some description has been given of the ethical implications that surround the options developed and recommended (Report, pages 12 and 13). The description of how this affects the options is limited with most description being about the response to these considerations rather than how they would affect the chosen options.		
15	Stated some implications of legislation	Briefly considered how the business could meet any legal requirements	Candidate describes the responses that would be necessary to meet the above considerations
	Location of evidence, including page number: The data protection considerations have been explained adequately (Report, pages 12 and 13) as have the copyright requirements when considering setting up a website. The responses concerning processing of data and contact with the Data Protection Registrar and Performing Rights Society have been summarised adequately.		
16	Considered the responses that the business may take to meet some of the listed ethical considerations	Described the implications of all relevant legislation to the options	Explained in detail the implications of all relevant legislation and what the business must do to meet these legal requirements
	Location of evidence, including page number: The candidate has described the implications of relevant legislation but has not explained them in detail.		

	Comments:	2
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