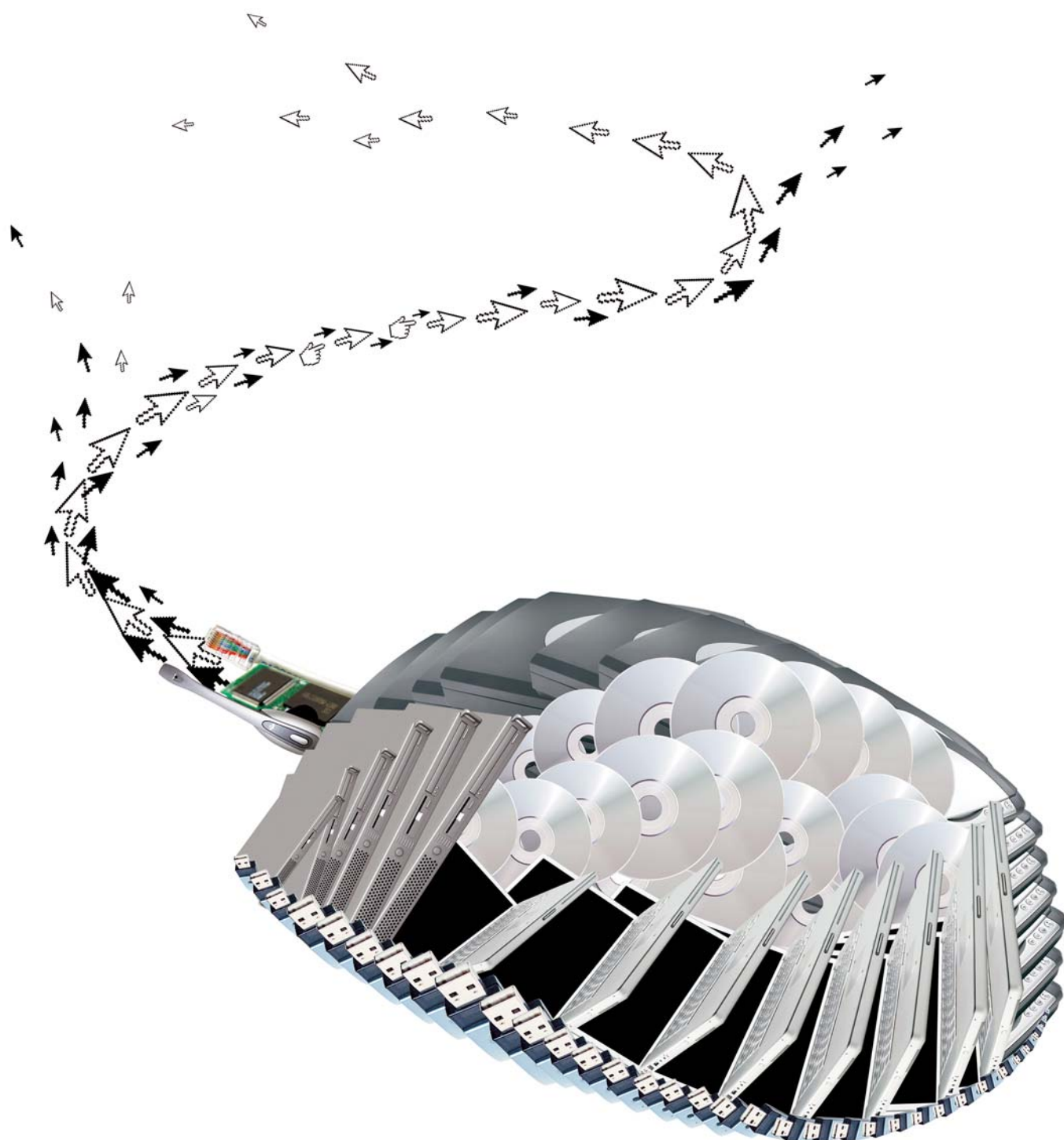


SAMPLE INTERNALLY ASSESSED UNIT COMMENTARY

UNIT 3 - PROFESSIONAL DEVELOPMENT



Diploma – Principal Learning Information Technology

Level 3 Unit 3 Professional Development

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.

Centre Number	Candidate Name	Assessor	Total Mark	36/60
	Candidate Number	Moderator	Moderator's Mark	/60

Assessment criteria topic 1: Analysis and documentation of business issues and presentation of a business case (27 marks)

0-1 mark		2 marks	3 marks	
1	Candidate has identified the authorised business contact	Candidate has clearly identified the authorised business contact giving the name of the person and their role/responsibility	Candidate has fully identified the authorised business contact giving the name of the person and their responsibility in relation to the problem to be investigated and the candidate has produced a description of the organisation	
	<p>Location of evidence, including page number: The candidate has given a name for the business contact on page 5.</p> <p>Comments: There is no identification of roles, which would be needed for 2 marks, nor is there any explanation of the responsibility of the named person in relation to the problem to be solved.</p>			<p>Mark</p> <p>1</p>

	0-1 mark	2 marks	3 marks
2	Candidate has briefly identified the scope and nature of the problem to be investigated	Candidate has clearly identified the scope and nature of the problem to be investigated and has included a simple context diagram	... with full documentation of how the problem fits into the wider business functions, including a context diagram that clearly delimits the scope of the investigation
	<p>Location of evidence, including page number: The candidate has briefly identified the scope and nature of the problem through the description of the booking system on page 5. Page 16 shows a context level diagram but it has not delimited the problem and the wider business functions have not been documented.</p> <p>Comments: To gain 3 marks the candidate would be expected to discuss the ordering of stock, possibly by including an entity Supplier, in the context diagram and would have included an entity for Staff to identify staff shifts and which cats they would be looking after.</p>		
3	Candidate has provided appropriate questions to aid research with answers documented	Candidate has provided clear evidence of more than one method of research and has collected sample documents	Candidate has provided evidence of a full investigation through contact with a range of key stakeholders. The candidate will produce evidence of the use of interviews, questionnaires, observations and document analysis
	<p>Location of evidence, including page number: There is clear evidence of an investigation. Pages 6-8 show a questionnaire has been completed by the business user; there is a sample registration document on page 9 and a clear explanation of how it is completed. Document analysis for the registration document has been completed on page 10; examples of the diary and vaccination card would have enhanced this section. Two methods of investigation have been used; questionnaire and document analysis.</p> <p>Comments: The candidate was prevented from getting 3 marks because there was no evidence of an investigation with stakeholders, i.e. customers and staff.</p>		

	0-1 mark	2 marks	3 marks
4	Candidate has produced a brief description of the current operations for the system under investigation	Candidate has provided a clear description of the current operations for the system under investigation	Candidate has provided a detailed description of the current operations of the system under investigation and has shown how the system ties into the overall business structure and systems
	<p>Location of evidence, including page number: There is a clear description of how the current system works on pages 11 – 12.</p> <p>Comments: The detail included could have been enhanced by showing that the booking system had been investigated; benefit of doubt has been given to award maximum marks.</p>		
5	Candidate has briefly considered opportunities and /or problems in the current operations as a result of the system investigation	Candidate has clearly identified opportunities and/or problems in the current operations as a result of the system investigation	Candidate has fully identified opportunities and/or problems in the current operations as a result of the system investigation and shows, in the documentation, that he/she has a full understanding of the problems and their impact on the business
	<p>Location of evidence, including page number: The candidate has clearly identified the problems in the current operations on page 13 and has written about the opportunities on pages 29 -31 in the Requirements Specification.</p> <p>Comments: To gain the third mark the candidate would need to have discussed the impact of the problems on the business. The candidate has identified an opportunity to improve a manual system. Alternatively, he/she could investigate a new system.</p>		
6	Candidate has included a brief summary of the feasibility study and its contents	Candidate has included a clear summary of the feasibility study which includes a brief summary of all sections of the full study	Candidate has included a full but concise executive summary of all key sections of the feasibility study
	<p>Location of evidence, including page number: There is a reasonable summary on page 17.</p> <p>Comments: However, the candidate has not discussed the risks and benefits in sufficient detail, so is kept out of the top mark band.</p>		

	0-1 mark	2 marks	3 marks
7	Candidate has considered two alternative solutions and made a judgement on which one should be adopted	Candidate has considered at least three alternative solutions and has made a judgement on which one should be adopted	Candidate has considered at least three alternative solutions and has made a judgement on which one should be adopted fully justifying the reasons for their recommendation
	<p>Location of evidence, including page number: Possible solutions are considered on pages 17 to 19. These are limited to MS Access™ and MS Excel™.</p> <p>Comments: Excel™ is not really appropriate in this circumstance because it can only be used as a flat-file database. The candidate has not looked at alternate database packages, off-the shelf packages, programmed solutions or a manual system. The candidate has chosen Access™ for the solution, but there was little choice because of the limited investigation.</p>		
8	Candidate has identified the benefits of the alternative solutions to the business	Candidate has identified the benefits and risks of the alternative solutions to the business	Candidate has assessed the benefits and risks of the alternative solutions to the business and considered the possible impact on the business
	<p>Location of evidence, including page number: Benefits and risks to the business are discussed on page 20.</p> <p>Comments: The impact on the business has not been considered.</p>		
9	Candidate has considered the financial implications of the proposed system	Candidate has attempted to produce a cost benefit analysis to show the financial implications of the proposed system	Candidate has completed a full cost benefit analysis that supports the chosen solution and considers the financial benefits to the business
	<p>Location of evidence, including page number: A brief cost benefit analysis has been produced on page 21 which considers costs of development and has suggested a financial benefit. A conclusion has been reached in the paragraph below the table.</p> <p>Comments: A more thorough analysis of the costs and benefits would be needed for 3 marks, which would possibly include impact on finances of the business and may include graphs.</p>		

Assessment Criteria Topics 2 & 3: The need for effective communication in business contexts (9 marks)

	0-1 mark	2 marks	3 marks
10	Candidate has made an executive presentation to a client of a business case for a technology-enabled solution which is clear and contains some relevant information	Candidate has made an executive presentation to a client of a business case for a technology-enabled solution using appropriate media which is clear and comprehensive	Candidate has made an executive presentation to a client of a business case for a technology-enabled solution using appropriate media which is clear, comprehensive, concise and effective and shows evidence of delivery to a business user
	<p>Location of evidence, including page number: An executive presentation has been made and is included with the project report. There is no evidence that the presentation has been given to the business user.</p> <p>Comments: The presentation is very brief and only summarises some of the points of the investigation. Evidence of a presentation to a business user in the form of a video, audio file, witness statement from the business user would enhance this. There is an opportunity to include evidence from Unit 6 in this criterion.</p>		
11	Candidate has used appropriate media for analysis and investigation work	Candidate has used appropriate media for analysis and investigation work effectively	Candidate has justified why the media chosen for the analysis and investigation are appropriate
	<p>Location of evidence, including page number: The media chosen for the analysis work is appropriate. There is a document analysis and data flow diagrams which, although not entirely accurate, show the current system. A PowerPoint™ presentation was used to present to the client, and in this situation that would be appropriate. The report has a house style which is carried through into the presentation. The feel of this document, through the language and presentation is of a professional approach to the investigation.</p> <p>Comments: The candidate is prevented for getting the top mark in this section because there is no explanation of why the media chosen were appropriate. The only medium used for the presentation is PowerPoint. It would also have been appropriate to use audio and/or recordings. By using alternative media the candidate would have had a better opportunity to justify his/her choices.</p>		

	0-1 mark	2 marks	3 marks
12	Candidate has used a range of appropriate communication techniques when researching the problem and presenting the findings from the research	Candidate has used a range of correct and appropriate communication techniques when researching the problem and presenting the findings from the research	Candidate has justified why and how the communication techniques used are appropriate and provided an explanation of how accuracy of content has been ensured
	<p>Location of evidence, including page number: The candidate has used a range of effective communication techniques throughout this project but has not justified their use by explaining how accuracy was ensured. Therefore top band is not available.</p> <p>Comments: This section would benefit from comments from the business user about the appropriateness of communication throughout the project.</p>		

Assessment Criteria Topic 4: Professional ethics and standards of behaviour (9 marks)

	0-1 mark	2 marks	3 marks
13	Candidate has included a brief consideration of environmental factors, including legal considerations, in their business analysis	Candidate has explained the relevance of environmental factors including legal considerations, to the feasibility study for the business case	Candidate has explained the relevance of environmental factors including legal considerations, to the feasibility study for the business case and has taken account of the environmental factors in their recommendations
	<p>Location of evidence, including page number: In this section the candidate has considered end user skills (page 15) and hardware and software available (pages 17-19). There is some mention of legal factors (page 21) but this is very brief.</p> <p>Comments: There is no consideration of security, little on finance and nothing on social aspects; therefore this work sits comfortably in the first mark band.</p>		
14	Candidate has produced a personal performance appraisal of their own performance which shows some use of appropriate behaviour and personal styles	Candidate has produced a personal performance appraisal which includes a description of the effects of the personal styles and behaviours used during the investigation and analysis	Candidate has produced a personal performance appraisal which shows their use of and a justification of the personal styles and behaviour they have used during the work, including the presentation
	<p>Location of evidence, including page number: Candidate has produced a personal performance appraisal on page 108 in which he/she justifies the use of personal styles and the behaviour during the investigation.</p> <p>Comments: Not applicable.</p>		

0-1 mark		2 marks	3 marks
15	Candidate has produced a brief evaluation which describes the issues and actions taken to carry out the work and appraises the impact of these actions	Candidate has produced evaluations which describe issues and actions taken to carry out the work and which identify strengths, weaknesses and areas for improvement and candidate has produced an appraisal report which describes issues and actions taken to carry out the work and which identifies strengths, weaknesses and areas for improvement	Candidate has produced a detailed evaluation report which describes issues and actions taken to carry out the work and which identifies strengths, weaknesses and areas for improvement, with any changes made to the approach taken which have resulted from the continued personal evaluation and candidate has produced an appraisal report which describes issues and actions taken to carry out the work and which identifies strengths, weaknesses and areas for improvement and shows changes made to the approach taken
	<p>Location of evidence, including page number: There is an evaluation of stages of the project on pages 110 and 111. There is some attempt to identify strengths, weaknesses and areas for improvement that are appropriate for a candidate in this age range. There is an action plan on page 113. However, there is no on-going evaluation and perhaps a diary or log would have given more opportunity for evaluation at the end of the project.</p> <p>Comments: This work would benefit from comments from the business user to support the personal evaluation.</p>		

Appropriate and correct use of English (6 marks)

0-1 mark		2 marks	3 marks
16	Candidate has used correct English to convey simple ideas	Candidate has used correct English to convey mainly simple ideas and concepts	Candidate has used correct English to convey complex ideas and concepts
	Location of evidence, including page number: Comments: The candidate has used correct English throughout.		
17	Candidate has used correct English to convey simple concepts	Candidate has used some specialist vocabulary	Candidate has used specialist vocabulary appropriately
	Location of evidence, including page number: Comments: The candidate has used correct English and has used specialist vocabulary appropriately.		

Appropriate and accurate use of mathematical techniques and statistical analysis (9 marks)

	0-1 mark	2 marks	3 marks
18	Candidate has included some evidence of an analysis of a business situation	Candidate has included clear evidence of analysing a business situation and has identified the mathematics involved	Candidate has included detailed evidence of analysing a business situation and has clearly identified the mathematics involved
	<p>Location of evidence, including page number: The candidate has included some evidence of an analysis of a business situation.</p> <p>Comments: Not applicable.</p>		
19	Candidate has identified the mathematics involved in the analysis	Candidate has applied mathematical techniques including statistical analysis, probability and estimation to a business situation	Candidate has correctly applied mathematical techniques including statistical analysis, probability and estimation to a business situation
	<p>Location of evidence, including page number:</p> <p>Comments: The candidate has only used simple mathematics in the analysis.</p>		
20	Candidate has applied statistical analysis, probability and estimation in the analysis of a business situation	Candidate has explained which concepts they have used	Candidate has explained which concepts they have used and justified their actions
	<p>Location of evidence, including page number: There is no evidence of statistical analysis.</p> <p>Comments: Not applicable.</p>		

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