

## Unit 1: ICT skills for business (2010)

**Student Name:**

**Teacher:**

**Date:**

| Assessment Objective                                                                                                                                                        | Pass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Merit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Distinction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>AO1</b><br><i>Understand how safe working practices are applied in a business environment</i>                                                                            | Candidates will explain, with examples, some safe working practices when using ICT in a business environment. Their explanations will include the potential danger that each measure is designed to address.<br>Explanations will include: <ul style="list-style-type: none"> <li>at least one measure to protect health,</li> <li>at least one measure to protect physical safety</li> <li>at least one measure to protect files from loss</li> <li>at least one measure to protect files from unauthorised access.</li> </ul>                                                                                                                                          | Candidates will explain, with examples, a range of safe working practices when using ICT in a business environment. Their explanations will include the potential danger that each measure is designed to address.<br>Explanations will include: <ul style="list-style-type: none"> <li>measures to protect health</li> <li>measures to protect physical safety</li> <li>different measures to protect files from loss</li> <li>at least one measure to protect files from unauthorised access</li> <li>at least one measure to protect files from modification.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Candidates will explain fully, with examples, a wide range of safe working practices when using ICT in a business environment. Their explanations will include the potential danger that each measure is designed to address.<br>Explanations will include: <ul style="list-style-type: none"> <li>measures to protect health,</li> <li>measures to protect physical safety</li> <li>measures to protect files from loss</li> <li>at least one measure to protect files from unauthorised access measures to protect files from modification guidance on choosing a strong password</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>AO1 NOTES</b>                                                                                                                                                            | <b>AO1: P M D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>AO2</b><br><i>Using appropriate software, select and use tools and facilities to download files/information and to understand how to use email in a business context</i> | Candidates will use a search engine to source information for a specific purpose using the Internet. They will store some information and will provide the website address(es) for the information found.<br>Candidates will demonstrate an understanding of the use of email to communicate information for business purposes, including sending a message to more than one recipient, sending, receiving and saving/opening an attachment safely, the appropriate use of forward and reply, and the need for appropriate use of subject and message text in email.<br>Candidates will make a brief comment about the risks of receiving and opening email attachments. | Candidates will use a search engine to source information for a specific purpose using the Internet, using effective search criteria, eg keywords. They will store some information and will provide the website address(es) for the information found commenting on the trustworthiness of the source(s).<br>They will use bookmarks/favourites to store useful links.<br>They will demonstrate an understanding of the implications of copyright for business use.<br>Candidates will demonstrate an understanding of the use of email to communicate information for business purposes, including sending a message to more than one recipient, sending, receiving and saving/opening an attachment safely, the appropriate use of forward and reply, and the need for appropriate use of subject and message text in email.<br>Candidates will summarise the risks of receiving and opening email attachments.<br>They demonstrate an understanding of at least two of the extended email features as listed in the KUS. | Candidates will use a search engine to source information for a specific purpose using the Internet, making effective use of advanced search criteria eg quotes, wildcards, advanced search pages. They will store some information. They will comment on the validity of their sources: provide details of their source website addresses, note trustworthiness of sources and date of information.<br>They will use bookmarks/favourites to store useful links and will organise these bookmarks/favourites into folders.<br>They will demonstrate an understanding of the implications of copyright for business use.<br>Candidates will demonstrate an understanding of the use of email to communicate information for business purposes, including sending a message to more than one recipient, sending, receiving and saving/opening an attachment safely, the appropriate use of forward and reply, and the need for appropriate use of subject and message text in email.<br>Candidates will summarise the risks of receiving and opening email attachments and suggest actions that could be taken to reduce these risks.<br>They demonstrate an understanding of at least four of the extended email features as listed in the KUS. |
| <b>AO2 NOTES</b>                                                                                                                                                            | <b>AO2: P M D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>AO3</b><br><i>Design and create a business presentation to accompany a talk, using presentation software</i>                                                             | Candidates will design and create a business presentation of at least five slides selecting and using text and graphics. There may not be a consistent style to the slides.<br>There will be some evidence that the candidate has checked for errors and the presentation will be largely fit for purpose.                                                                                                                                                                                                                                                                                                                                                               | Candidates will design and create a business presentation of at least five slides selecting and using appropriate text and graphics. There will be some consistency of style used on the slides, although there may be some exceptions.<br>Slide transitions will have been set, but these may not always be the most effective.<br>The presentation will be checked and free from obvious errors.<br>The candidate will print out the presentation in handout form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Candidates will design and create a business presentation of at least five slides selecting and using appropriate text and graphics.<br>A consistent house style will be used on all the slides.<br>Slide transitions and animations will have been set and these will be appropriate for the purpose and audience.<br>The final presentation will be checked and will be of near professional quality.<br>Speaker notes will be added where appropriate.<br>The candidate will print out the presentation in handout form, and showing the notes pages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>AO3 NOTES</b>                                                                                                                                                            | <b>AO3: P M D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Student Name:

Teacher:

Date:

| Assessment Objective                                                                                                                                                                                     | Pass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Merit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Distinction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>AO4</b><br><i>Design and create business documents using word processing or DTP software</i>                                                                                                          | Candidates will design and create straightforward business documents.<br>These will include a letter and at least two other documents such as a business card, flyer, newsletter, invoice, memo, agenda, report or minutes.<br>At least one document will include graphics using more than one source, eg clip art, the World Wide Web, scanner, digital camera, drawing package, spreadsheet or database.<br>All documents will have been checked using a spelling checker but some errors may remain.<br>Some formatting features, eg font style and size and paragraph justification will have been used.<br>The final documents will be largely fit for purpose. | Candidates will design and create at least three types of business document, including a letter and a document of more than one page.<br>They will include graphics from a range of sources.<br>They will use spelling and grammar checks and will edit the documents to improve and correct them so that few errors remain.<br>There will be some consistency to the layout of the documents, although there may be some exceptions.<br>There will be evidence of the use of a range of software tools/facilities and these will have been used appropriately.<br>The final documents will be fit for purpose.                                                                                                                                                   | Candidates will design and create at least three types of business document, including a mail merged letter and a document of several pages.<br>They will include graphics from a wide range of sources.<br>Candidates will design a house style and will use this in the production of all documents.<br>They will insert fields, including date and document information.<br>There will be evidence of the use of a wide range of software tools/facilities and these will have been used appropriately.<br>All documents produced will have been thoroughly checked using spelling and grammar checks, and proof read, so that they are virtually error-free, and of a near-professional standard.                                                                                                                                                                                                                                                                          |
| <b>AO4 NOTES</b>                                                                                                                                                                                         | <b>AO4: P M D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>AO5</b><br><i>Design, create and use a business spreadsheet</i>                                                                                                                                       | Candidates will design and create a business spreadsheet for a given purpose using at least two different calculations.<br>The functions/formulas may not be efficient, but will work.<br>There will be sufficient row/column headings to make the spreadsheet reasonably easy to understand.<br>Some formatting will be applied to improve the appearance of the spreadsheet.<br>Candidates will change some of the numeric data in the spreadsheet to model the expected outcome of at least two different scenarios. They will note the results.<br>Candidates will print out their spreadsheet.                                                                  | Candidates will design and create an effective business spreadsheet for a given purpose displaying accurate figures.<br>Several different formulas, including at least one function and at least one arithmetic operator will have been used.<br>The spreadsheet will contain a title and appropriate row/column headings.<br>A range of formatting will be applied to improve the appearance of the spreadsheet.<br>Candidates will change some of the numeric data in the spreadsheet to model the expected outcome of at least two different scenarios.<br>They will note and explain the results.<br>Candidates will preview and print out their spreadsheet using appropriate page orientation and number of pages.<br>Formula printout(s) will be included. | Candidates will design and create an effective business spreadsheet for a given purpose displaying accurate figures.<br>Several different formulas will be used efficiently and will include the appropriate use of more than one function and at least two different arithmetic operators.<br>The spreadsheet will contain a title and appropriate row/column headings.<br>The spreadsheet will be formatted effectively using a range of format options to improve the appearance of the spreadsheet.<br>Candidates will change some of the numeric data in the spreadsheet to model the expected outcome of at least two different scenarios. They will note and explain the results.<br>Candidates will preview and print out their spreadsheet using appropriate page orientation and number of pages.<br>They will use appropriate headers and/or footers and will set at least one further print layout feature appropriately.<br>Formula printout(s) will be included. |
| <b>AO5 NOTES</b>                                                                                                                                                                                         | <b>AO5: P M D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>AO6</b><br><i>Select and use tools and facilities in database software to enter, sort and search for information for business purposes using a realistic business database provided by the centre</i> | Candidates will enter, edit and delete data in a database.<br>These changes will be largely accurate.<br>They will select data for a specified purpose by creating and using at least one query with at least one search criterion.                                                                                                                                                                                                                                                                                                                                                                                                                                  | Candidates will enter, edit and delete data in a database.<br>These changes will be made accurately.<br>They will select data for a specified purpose by creating and using at least one query with at least one search criterion, sorting on at least one field.<br>They will present the results of the query in an appropriate report.                                                                                                                                                                                                                                                                                                                                                                                                                         | Candidates will enter, edit and delete data in a database.<br>These changes will be made accurately.<br>They will select data for a specified purpose by creating and using at least one query with more than one search criterion, sorting on at least one field.<br>They will present the results of query(s) using at least two different reports.<br>The two reports will display data in different formats, eg address labels, table format, list.<br>The reports will display the selected data well.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>AO6 NOTES</b>                                                                                                                                                                                         | <b>AO6: P M D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Overall grade awarded for this unit:    **PASS**    **MERIT**    **DISTINCTION**    (Circle ONE grade)    **Signature:** \_\_\_\_\_