

Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate

Unit Title	5 ICT provision in a business	Unit Code	F244	Session	Jan / June	Year	2	0		
Centre Name						Centre Number				
Candidate Name						Candidate Number				

Evidence: You produce an ICT proposal showing how you would *either* introduce ICT provision to a start-up business *or* update ICT provision in a business that is looking to improve and update its current limited ICT provision.

Criteria			Teacher Comment	Page No.
<p>AO1.1: You identify the possible uses of ICT by a business, the various forms ICT provision can take, the potential benefits and drawbacks of introducing/updating ICT to/in a business and the need for contingency planning in minimising the negative impacts of introducing/updating ICT; much of your evidence requires further clarification and elaboration; you demonstrate limited clarity and coherence with only basic use of business terminology – errors of grammar, punctuation and spelling may be noticeable and intrusive;</p> <p style="text-align: right;">[0 1 2 3 4 5]</p>	<p>AO1.2: you demonstrate a sound understanding of the possible uses of ICT by a business, the various forms ICT provision can take, the potential benefits and drawbacks of introducing/updating ICT to/in a business and the need for contingency planning in minimising the negative impacts of introducing/updating ICT; however, your evidence, at times, does not demonstrate sufficient depth; you demonstrate clarity and coherence, with appropriate use of business terminology – there may be occasional errors of grammar, punctuation and spelling but these are not intrusive;</p> <p style="text-align: right;">[6 7 8 9 10]</p>	<p>AO1.3: you demonstrate a clear and comprehensive understanding of the possible uses of ICT by a business, the various forms ICT provision can take, the potential benefits and drawbacks of introducing/updating ICT to/in a business and the need for contingency planning in minimising the negative impacts of introducing/updating ICT; your evidence displays both breadth and depth; you demonstrate clarity, coherence and fluency with effective and confident use of appropriate business terminology – there are few, if any, errors of grammar, punctuation and spelling.</p> <p style="text-align: right;">[11 12 13 14 15]</p>		
<p>AO2.1: Your ICT proposal is over-theoretical with only a basic attempt to apply it to the chosen business context; your presentation skills are limited and visual aids and/or other techniques, used to engage your audience, show a limited fitness for purpose;</p> <p style="text-align: right;">[0 1 2 3 4 5]</p>	<p>AO2.2: you apply your ICT proposal to the needs of your chosen business context; your presentation skills are sound and the majority of visual aids and other techniques, used to engage your audience, show a fitness for purpose;</p> <p style="text-align: right;">[6 7 8 9 10]</p>	<p>AO2.3: you target your ICT proposal to the specific needs of your chosen business context; your presentation skills are highly effective and the visual aids and other techniques, used to engage and inform your audience, show a clear fitness for purpose.</p> <p style="text-align: right;">[11 12 13 14]</p>		

