ADVANCED GCE UNIT

G048/IC

APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

Unit 9: Working to a Brief

INSTRUCTIONS FOR CANDIDATES

JANUARY AND JUNE 2007

To be opened on receipt

TIME

- These briefs are only valid for submission of marks to OCR in either January or May 2007.

INSTRUCTIONS TO CANDIDATES

- You must use this booklet for guidance throughout your work for this unit.
- You must complete your project by the date set by your teacher.
- You must submit all your preparatory work with your solution to the brief.
- All work submitted for assessment must be your own work. Where you have worked as part of a team you must clearly identify your individual contribution to the project.

INFORMATION FOR CANDIDATES

- The total number of marks available for the paper is 100.
- You may start your preparatory work as soon as you receive this paper.
- There are no restrictions on computing facilities, hardware or software that may be used.

It is important that you discuss with your teacher anything that you do not understand.

This document consists of **7** printed pages and **1** blank page.

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INSTRUCTIONS FOR CANDIDATES

Each of the following briefs has been written so that it may be completed alongside the Advanced GCE optional unit to which it relates.

Responses to briefs that have not been issued will not be accepted. No marks will be awarded for work in response to any other brief.

Read the briefs in this booklet. You must research and develop **one** of these briefs.

For assessment of this unit produce evidence which must include:

- a preparatory report into current working practice
- a project plan in response to the set brief
- a diary or log of work completed
- support materials for use with the project
- an evaluation of your performance in relation to planning the project
- an evaluation of your performance in implementing the project
- an evaluation of your ICT solution to the given brief.

Whichever brief you choose, your solution will have to fit in with the existing practices within the organisation with which you are working. Before you plan the structure and ultimate content of your project you will need to carry out some research into the working practices within the organisation. This research should enable you to plan a solution that works smoothly and with a minimum of disruption.

Your report on the current working practices within the organisation should include a range of issues, including the structure of the relevant section of the organisation and any strengths and weaknesses your research identifies.

A project management plan will help you to organise your time efficiently. As a guide, the minimum requirements for this project management plan include:

- key dates, deadlines and timescales
- how work may be managed in small sections or tasks
- organisation of information and resources
- time for reviews and modifications
- time for continual evaluation.

Full planning is vital to the success of the project. Full planning will also allow you to evaluate your work more effectively.

As well as planning your work in full you must complete a diary or log whilst you are working on the project. This diary or log should include:

- a full list of all tasks undertaken as part of the delivery of the project
- an assessment of your contribution to the success of the task
- the skills used in meeting the requirement of the task
- an assessment of how your skills needed to extend to meet the needs of the task – your discussion of your skills needs to include your use of working with others as well as ICT skills.

Once you have planned your project, you will need to produce supporting materials. These may take any form, and the ultimate decision about what support materials your project needs is for you to decide. However, as a minimum there should be some introductory materials, including help sheets, materials for use during the lifetime of the project and an evaluation sheet.

Once you have completed the project, you will need to report on how well the project ran, what were its strengths and weaknesses and how well you worked with others. Your report should also suggest improvements to the project. You should collect feedback from others in order to allow you to make informed comments about your project and the role you played.

At the end of the unit, you must hand in:

* your report on current working practices
* your project plan
* your diary or log
* support materials
* your evaluation report(s).

Make sure that all your work has your name, candidate number and Centre number on each page.

Briefs
You may carry out your solution to the brief either as a member of a team so that the emphasis for 'working with others' becomes the other members of the team, or by working on your own, in which case the emphasis for 'working with others' becomes the users or clients of the service provided as a response to the brief.

You **must** develop a solution to **one** of the following briefs:

Brief 1

Produce a combined attendance and academic monitoring package for a course of your choice. The final qualification for the course must be based on at least three units.

Your package must be capable of carrying out the following modelling tasks:

* project a final grade based on an individual student's qualifications to date (ie if you are producing a package for a Key Stage 4 qualification, this will be based on results from Key Stage 3. Alternatively, if you are producing a package for a Post-16 qualification, this will be based on the average GCSE score or similar)
* project a final grade for the qualification based on the units completed so far
* investigate the possible effects of less than 100% attendance during the course on a student's projected final grade for the qualification.

It is anticipated that this package will record data on many cohorts of students.

This brief may be completed in conjunction with Unit 10: Numerical modelling using spreadsheets.

Brief 2

Produce an interactive multimedia package to promote the GCE in Applied ICT course. The target audience for this package is potential students and their parents. The package should include images, animation effects, text and other features as well as examples of work completed by students currently on the course.

It is envisaged that this package will be distributed at future open evenings for potential students and parents to look over at their leisure.

This brief may be completed in conjunction with Unit 11: Interactive multimedia products.

Brief 3

Produce a 'What's On' guide of at least ten pages for the area in which you live. You should focus on events which will appeal to a wide range of people and have a writing style which suits this wide target group.

Editorial policy is that you should include three main lead stories, each of which should have at least three images or photographs which will help to publicise the event. Your guide will also include a number of smaller articles, some of which will have images or photographs, as well as some adverts.

This unit may be completed in conjunction with Unit 12: Publishing.

Brief 4

Produce a portfolio of computer artwork that will be used in a 16-page magazine about where you live.

This magazine will be combined with others from around Britain to become a series called 'Britain at the start of the 21st Century - a youth view'. It is intended that these will become a reference work of how the country develops as the century progresses, from a young person's point of view.

You should use a comprehensive range of ICT tools to develop images in a way that emphasises the view of Britain you wish to convey.

This unit may be completed in conjunction with Unit 13: Artwork and imaging.

Brief 5

Produce a website for a local artist, band or venue. This website should increase interest in the artist, band or venue and should be produced in conjunction with the subject of the website.

This unit may be completed in conjunction with Unit 14: Developing and creating websites.

 [Turn over

Unit 9: Working to a brief

What you need to do

Your evidence needs to include:

a:	[AO2]	a preparatory report into current working practice [6];
b:	[AO2/3]	a project plan in response to the set brief [18];
c:	[AO1/2/3]	a diary or log of work completed [31];
d:	[AO1]	support materials for use with the project [5];
e:	[AO4]	an evaluation of your performance in relation to planning the project [12];
f:	[AO4]	an evaluation of your performance in implementing the project [13];
g:	[AO4]	an evaluation of your ICT solution to the given brief [15].

How you will be assessed:

Task	Assessment	Mark Band 1	Mark Band 2	Mark Band 3	Mark
a	AO2	You describe the current working practices; there will be no consideration of what needs to be taken into account; **[0 1 2]**	you describe the current working practices and highlight some issues which need to be taken account of when implementing the project; **[3 4]**	you produce a report which fully evaluates the current working practices and discusses all issues to be taken account of when implementing the project. **[5 6]**	/6
b	AO2	You use simple techniques in planning your project; **[0 1 2]**	you use formal project-management techniques in planning your project with a reasonable level of accuracy and skill; **[3 4 5]**	you use at least two formal project-management techniques with a high level of skill and accuracy in planning your project. **[6 7 8]**	
	AO3	You produce a simple plan in any format; **[0 1 2]**	you produce a project plan that covers some aspects of the necessary planning; **[4 5 6]**	you produce a project plan that covers fully all aspects of the project. **[7 8 9 10]**	/18
c	AO1	You produce a diary or log that shows that you have developed or extended your range of ICT skills and techniques; **[0 1 2 3]**	you produce a diary or log that shows that you have developed and extended your range of ICT skills and techniques; **[4 5 6]**	you produce a diary or log that shows that you have used your initiative to develop and extend your range of ICT skills and techniques. **[7 8 9 10]**	
	AO2	You produce a diary or log that shows that you have knowledge of tools or techniques for developing ICT systems with a display of some skills acquired in this unit, and other units, in this specification; you also show that you have some awareness that the quality of your work will affect end users and/or other members of the team; **[0 1 2]**	you produce a diary or log that shows that you have a fair amount of knowledge of both formal and informal techniques for developing and managing ICT systems, demonstrating the skills acquired in this unit, and other units, in this specification; you also show that you have awareness that the quality of your work will affect end users and/or other members of the team; **[3 4]**	you produce a diary or log that shows that you have a detailed knowledge of both formal and informal techniques for developing and managing ICT systems, demonstrating the skills acquired in this unit, and other units, in this specification; you also show that you have a thorough awareness that the quality of your work will affect end users and/or other members of the team. **[5 6]**	

Unit 9: Working to a brief (continued)					
Task	Assessment	Mark Band 1	Mark Band 2	Mark Band 3	Mark
c	AO3	You produce a diary or log that shows that you you have dealt with straightforward day-to-day issues arising from running the project; you do not consider longer-term issues; [0 1 2 3 4 5]	you produce a diary or log that shows you have been methodical in dealing with more complex day-to-day issues arising from running the project; you do not consider longer-term issues; [6 7 8 9 10]	you produce a diary or log that shows you have been methodical in dealing with the more complex aspects of both the day-to-day and longer-term issues arising. [11 12 13 14 15]	/31
d	AO1	You develop support materials for use with the project; [0 1]	you develop support materials for use with the project and, in doing so, you develop your range of ICT skills; [2 3]	you develop support materials for use with the project and, in doing so, you use your initiative to develop and extend your range of ICT skills as required by the solution. [4 5]	/5
e	AO4	You comment on your actions and role in planning your project and identify areas for improvement; [0 1 2 3 4]	you include an analysis on your own performance by identifying strengths and weaknesses in your planning, with some suggestions for improvement to the overall process; [5 6 7 8]	you include an analysis on your own performance by identifying strengths and weaknesses in your planning, and use this analysis to show how you will address these issues to be more effective in the future. [9 10 11 12]	/12
f	AO4	You comment on your actions and role in planning your project and identify areas for implementing your ICT solution for the user and identify areas for improvement; [0 1 2 3 4 5]	you include an analysis on your own performance in implementing your ICT solution by identifying strengths and weaknesses, with some suggestions for improvement to the overall process; [6 7 8 9]	you include an analysis on your own performance in implementing your ICT solution by identifying strengths and weaknesses and use this analysis to show how you will address these issues to be more effective in the future. [10 11 12 13]	/13
g	AO4	You comment on the effectiveness of your solution in relation to user needs, suggesting improvements; your report may contain errors in spelling, punctuation and grammar; [0 1 2 3 4 5]	you provide a critical analysis of your solution in relation to user needs, identifying strengths and weaknesses; your report contains few spelling, punctuation and grammar errors; [6 7 8 9 10]	you provide a critical analysis of your solution, identifying strengths and weaknesses in order to refine the solution, taking account of user feedback; your report is consistently well-structured and there are few, if any, spelling, punctuation and grammar errors. [11 12 13 14 15]	/15
				Total mark awarded:	/100