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## Unit 3: ICT Solutions for Individuals and Society

### Sample Assignment

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*The Quality Research Bureau Ltd.*

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Dear Sir / Madam

### Research Problem

#### Introduction

I am the Managing Director of *The Quality Research Bureau Ltd.*, a small but expanding research bureau that specialises in providing thoroughly-researched and well presented reports for public and private sector organisations such as county councils, government offices, trade organisations and large companies.

My current workload leads me to believe I need to recruit additional staff to *The Quality Research Bureau Ltd.*, in particular young people with the research, analytical and presentational skills that are required of modern researchers.

Three current research commissions I have yet to allocate to a researcher are given on the next page.

I would be grateful if you would select one of these commissions and produce a thoroughly researched solution to the problem in the form of a written report.

In addition to this report, I would like you to demonstrate that you have the knowledge, skills and capability to be employable as a Research Associate at *The Quality Research Bureau Ltd.*, by meeting the additional requirements outlined on the next page. By meeting all of these requirements you will also meet all of the assessment requirements for Unit 3: *ICT Solutions for individuals and society*.

#### Finally

Good luck! I hope you enjoy tackling this research problem, and learn lots about how ICT can provide solutions for individuals and society. I look forward to seeing your report solution for one of the commissions, and reading your report of further evidence that you are a worthy candidate to become a Research Associate.

Maxine Longland

Maxine Longland  
Managing Director

*The Quality Research Bureau Ltd.*

**Research Commissions – select one from the three below:**

Enquiry Title	Commissioned by	Information pointers
In what ways have the UK's spending patterns on leisure activities altered in the last ten years?	Department for Culture, UK Government	National Statistics Online BBC Business Information databases such as Goliath and the DataDepot
How has flooding and coastal erosion changed in the UK over the past ten years?	Department for the Environment	The Met. Office Flood Risk Research Agencies Department for the Environment
Has increased TV coverage affected the attendance of live sports events?	Sports Council	Market Research Agencies TV Viewing Figures Agencies

**Additional requirements**

In addition to meeting the report requirements of one of the three commissions, I would like you to produce the following other evidence. The better you achieve the tasks below, the more you will convince me that you are worthy of employing as a Research Associate at *The Quality Research Bureau Ltd.!*

- 1 Show evidence that, by careful consideration of the information you require, you can select and efficiently use search engines to find this information.
- 2 Show evidence that you can access and extract information you require from large websites.
- 3 Show evidence that you can use search criteria, including complex search criteria, to obtain information from local and online databases.
- 4 Show evidence that you can create well designed spreadsheets to analyse numeric data that you have obtained from your research.
- 5 Show evidence that you can test your spreadsheet to ensure the results are accurate.
- 6 Produce a well thought out and well presented report that includes at least two and preferably more types of data from a number of different sources.
- 7 Produce a detailed bibliography that lists your information sources.

- 8 Produce a report that explains in detail the impact of the availability of electronic information on individuals and society and the effect on those who do not have access to ICT.
- 9 Comment upon the effectiveness of your methods of finding information and presenting results, perhaps identifying strengths and weaknesses and suggesting how you might approach a similar task in future.

The next page will explain how you should present your work.

## How to present your work – both the research report and other evidence

The nine tasks above provide a good structure for your report and your other evidence.

These tasks will allow you to meet all of the assessment requirements of Unit 3: *ICT solutions for individuals and society*. The table shows how the nine tasks relate to the Unit 3 Assessment Objectives. **Please read this table in conjunction with the Assessment Evidence Grid in the Unit 3 Specification:**

Requirements for this assignment		Unit 3 Assessment Objectives		
No.	Detail	Task	Objective	Brief details of how to do well
1	Show that you can select and efficiently use search engines to find required information.	a	A03	<ul style="list-style-type: none"> <li>Use the most appropriate search engines with logical operators.</li> </ul>
2	Show you can access and extract information from large websites.	c	A01	<ul style="list-style-type: none"> <li>Use internal search engines to access information independently.</li> </ul>
3	Show you can use search criteria to obtain information from local and online databases.	d	A01	<ul style="list-style-type: none"> <li>Use complex search criteria and relational and logical operators from local and online databases.</li> </ul>
4	Show you can create spreadsheets to analyse numeric data.	e	A01	<ul style="list-style-type: none"> <li>Create a well-designed spreadsheet to carry out complex analysis of numerical data.</li> </ul>
5	Show you can test your spreadsheet.	e	A01	<ul style="list-style-type: none"> <li>Test the spreadsheet thoroughly.</li> </ul>
6	Produce a well-presented report that includes various types of data from different sources.	f	A01	<ul style="list-style-type: none"> <li>Produce a quality presentation or report that uses a range of different data types from a wide range of sources.</li> </ul>
7	Produce a detailed bibliography that lists your information sources.	f	A01	<ul style="list-style-type: none"> <li>Create a detailed bibliography, including referencing all websites from which the data was obtained.</li> </ul>
8	Produce a report that explains the impact of the availability of electronic information on individuals and society.	b	A02	<ul style="list-style-type: none"> <li>How do organisations communicate with individuals and society? What effect does this have on people with limited access to ICT?</li> </ul>
9	Comment upon the effectiveness of your methods of finding information and presenting results.	g	A04	<ul style="list-style-type: none"> <li>Identify the strengths and weaknesses of your initial searches and your presentation of results. Show how you refined them to meet the purpose more closely and suggest how you might approach a similar task in future.</li> </ul>