GENERAL STUDIES   **2967/RB**

THE SOCIAL DOMAIN 2 (COURSEWORK)

JUNE 2005

OPEN ON RECEIPT

RESOURCE BOOKLET

Assignment Theme: 'Ideologies and values in the local community'.

This booklet contains guidance on the production of a key skills portfolio of evidence. Suggested recording sheets are also included.

This resource material consists of 20 printed pages.

Production of a Key Skills Portfolio of evidence.

Candidates entering Unit 2963 The Scientific Domain (Coursework) or Unit 2967 The Social Domain 2 (Coursework) may use the coursework produced as a source of evidence for key skills.

The assignment brief for Unit 2967 is detailed in question paper 2967/AS. Guidance for teachers is contained in 2967/IT.

The planning, preparation and execution of the assignment offers candidates the opportunity to produce portfolio evidence for all parts of all six key skills (Communication, Application of Number, Information Technology, Working with Others, Improving Own Learning and Performance and Problem Solving) at levels 2 or 3.

The assignment brief has been drawn up with all six key skills in mind, but the extent to which evidence is generated will depend upon the approach followed by the individual candidate. The assignments are not intended to produce forced opportunities for the demonstration of key skills, but to provide freedom and scope for candidates to develop their individual portfolios of evidence.

Teachers should note that in certain areas (e.g. Communication) it may be necessary to organise some form of group activity in order to meet the key skills requirements.

Centres are also reminded that teachers may be required to authenticate candidates' submissions for key skills purposes, in particular for Information Technology.

Centres are advised to retain securely copies of candidates' individual assignments if it is intended to use them as key skills evidence.

Teachers are advised to refer to the Key Skills specifications for detailed guidance on assessment of key skills. Appendix A of the OCR GCE General Studies (3831/7831) specification also provides guidance on incorporating key skills in the General Studies teaching programme.

The attached recording sheets are designed to assist candidates to track their own progress. Recording sheets are provided for each of the generic key skills (Communication, Application of Number and Information Technology) at both levels 2 and 3. Recording sheets for the wider key skills (Working with Others, Improving Own Learning and Performance and Problem Solving) are provided at level 3.

These recording sheets are designed to be used with the Key Skills units specified in 2000. Centres should ensure that evidence submitted for Key Skills certification has been assessed against the current Key Skills specification.

Summary of Key Skills portfolio evidence
Communication Level 2

Centre Number:	Candidate Number:
Centre Name:	Candidate Name:
Date:	Candidate Signature:

	Candidate to enter	
	Portfolio Reference/ Page number	*Comment Brief description of how this was achieved*
C2.1a Contribute to a discussion about a straightforward topic		
Description of topic discussed		
Number and description of participants		
Make clear and relevant contribution		
Listen and respond appropriately to others		
Keep the discussion going		
Help to move the discussion forward		
C2.1b Give a talk about a straightforward subject, using an image (5–6 minutes)		
Subject of talk		
Size and description of audience (2 or more people)		
Image used		
Brief notes used for talk		
Speaking clearly		
Keeping to the subject		
Using image to make points		
Evidence people could follow the talk		
Witness statements		

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4

	Candidate to enter	
	Portfolio Reference/ Page number	*Comment Brief description of how this was achieved*
C2.2 Read and summarise information from two extended documents (3 or more pages)		
Document 1 including image		
Document 2		
Material selected and read		
Lines of reasoning identified		
Main points from text		
Main points from images		
Summary of information		
C2.3 Write two different types of documents about straightforward subjects		
Write extended document including image (3 or more pages)		
Present information in relevant form		
Structure writing to suit purpose		
Appropriate style of writing		
Ensure text is legible		
Spelling, punctuation and grammar accurate		
Meaning is clear		

Summary of Key Skills portfolio evidence
Communication Level 3

Centre Number:	Candidate Number:
Centre Name:	Candidate Name:
Date:	Candidate Signature:

	Candidate to enter	
	Portfolio Reference/ Page number	*Comment* *Brief description of how this was achieved*
C3.1a Contribute to a group discussion about a complex subject		
Description of complex topic discussed		
Number and description of participants		
Make clear and relevant contributions		
Listen and respond sensitively to others		
Develop points and ideas		
Create opportunities for others to contribute		
Conclusion of the discussion		
C3.1b Make a presentation about a complex subject, using an image (5–6 minutes)		
Title of the presentation		
Size and description of audience		
Notes and illustrations available		
Availability of witness statements		
Speak clearly		
Adapt style to suit purpose		
Adapt style to suit subject		
Adapt style to suit audience		

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	Portfolio Reference/ Page number	Candidate to enter
		Comment *Brief description of how this was achieved*
Adapt style to suit situation		
Structure the sequence so that it is easy to follow		
Use a range of techniques to engage the audience		
Use images effectively		
Could the audience follow the presentation?		
Availability of witness statements		
C3.2 Read and synthesise information from two extended documents about a complex subject (one document should include at least one image)		
Select and read material		
Identify accurately and compare lines of reasoning		
Identify the main points from text and images		
Synthesise key information		
Include your own interpretation		
C3.3 Write two different types of documents about complex subjects		
Description of complex subject		
Abstract or sensitive issues considered		
Write an extended document including one image		
Select and use appropriate form and style of writing		
Organise relevant information clearly and coherently		
Use specialist vocabulary where appropriate		
Ensure text is legible		
Accurate spelling, punctuation and grammar		

Summary of Key Skills portfolio evidence
Application of number Level 2

Centre Number:	Candidate Number:
Centre Name:	Candidate Name:
Date:	Candidate Signature:

Carry through at least **one** substantial activity that includes straightforward tasks for N2.1, N2.2, N2.3.

	Portfolio Reference/ Page number	Candidate to enter
		Comment Brief description of how this was achieved
N.2.1 Interpret information from two different sources, including material containing a graph		
Description of straightforward activity		
Source containing a graph		
Choose how to obtain information		
Obtain the relevant information: Source 1		
Obtain the relevant information: Source 2		
Select methods to achieve results needed		
Copies of source materials		
N2.2 Carry out calculations involving two or more steps, showing methods and levels of accuracy		
Describe data set of more than 20 items		
Calculate amounts and sizes		
Calculate scales and proportions		
Handle statistics		
Use formulae		
Show methods		
Show levels of accuracy		
Check methods		

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	Candidate to enter	
	Portfolio Reference/ Page number	*Comment Brief description of how this was achieved*
Correct errors		2967/RB Jun04
Check results make sense		
N.2.3 Interpret the results of calculations and present findings		
Use at least one graph		
Use at least one chart		
Use at least one diagram		
Select ways to present findings		
Present findings		
Describe methods used		
Explain how results meet your purpose		

Summary of Key Skills portfolio evidence
Application of number Level 3

Centre Number:	Candidate Number:
Centre Name:	Candidate Name:
Date:	Candidate Signature:

	Candidate to enter	
	Portfolio Reference	*Comment* *Brief description of how this was achieved*
N.3.1 Plan and interpret information from two different types of sources, including a large data set		
Purpose of activity: formulate question		
Source 1 (including large data set)		
Source 2 (e.g. graphical, printed, direct measurement)		
Plan how to obtain information to meet purpose (e.g. sequence of tasks)		
Plan how to use information		
Obtain relevant information		
Note expected problems		
Choose appropriate methods for obtaining results		
Justify choice of method		
N.3.2 Carry out multi-stage calculations to appropriate level of accuracy showing methods		
Amounts and sizes		
Scales and proportions		
Handling statistics		
Rearranging and using formulae		
At least two stage calculations		
Checking results for errors		
Working with large data set		

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	Candidate to enter	
	Portfolio Reference/ Page number	Comment Brief description of how this was achieved
N.3.3 Interpreting results		
Select method of presentation		
Justify method of presentation (strengths and weaknesses of activities)		
Present findings effectively with evidence		
Explain how results of calculations relate to purpose		
Assess accuracy, approximation and scales of error		
Use at least one graph		
Use at least one chart		
Use at least one diagram		

Summary of Key Skills portfolio evidence
Information Technology Level 2

Centre Number:	Candidate Number:
Centre Name:	Candidate Name:
Date:	Candidate Signature:

	Candidate to enter	
	Portfolio Reference/ Page number	*Comment Brief description of how this was achieved*
IT2.1 Search for and select information for two different purposes		
Describe Purpose 1		
Identify information needed (P1)		
Identify suitable sources (P1)		
Carry out effective searches (P1)		
Select relevant information (P1)		
Search records included (P1)		
Use of multi-criteria for searching (P1)		
Note of sources used (P1)		
Describe Purpose 2		
Identify information needed (P2)		
Identify suitable sources (P2)		
Carry out effective searches (P2)		
Select relevant information (P2)		
Search records included (P2)		
Use of multi-criteria for searching (P2)		
Note of sources used (P2)		

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	Candidate to enter	
	Portfolio Reference/ Page number	*Comment Brief description of how this was achieved*
IT2.2 Explore and develop information and derive new information for two purposes		
Enter and bring together information (P1)		
Check helpful format (P1)		
Explore information (P1)		
Develop information P1		
Derive new information (P1)		
Enter and bring together information (P2)		
Check helpful format (P2)		
Explore information (P2)		
Develop information (P2)		
Derive new information (P2)		
IT2.3 Present combined information for two different purposes		
One example of text		
One example of image		
One example of numbers		
Select appropriate layout		
Use appropriate layout		
Combine information		
Check accuracy		
Check clarity		
Save your work		

Summary of Key Skills portfolio evidence
Information Technology Level 3

Centre Number:	Candidate Number:
Centre Name:	Candidate Name:
Date:	Candidate Signature:

You need to plan and carry through **one** substantial activity to include IT3.1, 3.2 and 3.3.

	Candidate to enter	
	Portfolio Reference/ Page number	Comment *Brief description of how this was achieved*
IT3.1 Plan and use different sources to search for, and select, information required for two different purposes		
Describe the purpose of the activity		
Plan how to obtain information		
Plan how to use the information		
Choose appropriate sources for finding information		
Name the sources		
Choose appropriate techniques for finding information		
Carry out effective searches		
Describe scope of searches		
Make selection based on judgements of relevance and quality		
Include printout of sources		
Assess the quality of sources		

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	Candidate to enter	
	Portfolio Reference/ Page number	*Comment Brief description of how this was achieved*
IT3.2 Explore, develop and exchange information and derive new information to meet two different purposes		
Enter and bring together information in a consistent form		
Use automated routines where appropriate		
Create structures and procedures to explore information		
Create structures and procedures to develop information		
Use effective methods of exchanging information		
IT3.3 Present information from different sources for two different purposes and audiences		
Include one example of text		
Include one example of image		
Include one example of numbers		
Develop the structure and content of your presentation		
Use the views of others to guide refinements		
Include witness statements of views		
Use format and style that suits your purpose		
Use format and style that suits your audience		
Present information effectively		
Ensure accuracy		
Ensure presentation makes sense		

Summary of Key Skills portfolio evidence
Improving own learning and performance Level 3

Centre Number:	Candidate Number:
Centre Name:	Candidate Name:
Date:	Candidate Signature:

Provide at least **one** substantial example of meeting the standard LP3.1, 3.2 and 3.3.

	Candidate to enter	
	Portfolio Reference/ Page number	Comment *Brief description of how this was achieved*
LP3.1 Agree targets and plan how these will be met over an extended period of time, using support of appropriate person		
State time period of targets		
Name supporting people		
State targets		
Ways to achieve information to meet targets		
Identify factors affecting plans		
Agree realistic targets with appropriate people		
Agree use of support to meet targets		
State possible difficulties		
List alternative action plans		
LP3.2 Take responsibility for your learning by using your plan, seek feedback and support		
Study of a complex subject		
Learning through complex practical activity		
Evidence of independent learning		
Time management plan		
Revisions to time management plan		

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	Candidate to enter	
	Portfolio Reference/ Page number	Comment Brief description of how this was achieved
Use of feedback to help meet targets		
Evidence of adaptation to meet new demands		
LP3.3 Review progress on two occasions, establish evidence of achievements and how you have learned from other tasks		
Information on your learning		
Factors affecting your learning		
Identify targets met (Review 1)		
Information and evidence of your achievements (Review 1)		
Exchange of view with appropriate people (Review 1)		
Agree ways to further improvements (Review 1)		
Identify targets met (Review 2)		
Information and evidence of your achievements (Review 2)		
Exchange of view with appropriate people (Review 2)		
Agree ways to further improvements (Review 2)		

**Summary of Key Skills portfolio evidence
Problem solving Level 3**

Centre Number:	Candidate Number:
Centre Name:	Candidate Name:
Date:	Candidate Signature:

Provide at least **one** example of meeting the standards of PS3.1, 3.2 and 3.3.

	Candidate to enter	
	Portfolio Reference/ Page number	Comment Brief description of how this was achieved
PS3.1 Explore a complex problem, come up with three options for solving it, justify selected option		
Description of complex problem		
Exploration of the problem		
Analysing features of the problem		
Agree how to show success in solving problem		
Option 1 for solution		
Option 2 for solution		
Option 3 for solution		
Compare solutions		
Assess risk factors		
Selected option		
Justification of selection		

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18

	Candidate to enter	
	Portfolio Reference/ Page number	Comment Brief description of how this was achieved
PS3.2 Plan and implement at least one option for solving problem, review progress, revise approach as necessary		
Plan to carry out chosen solution		
Obtain agreement of appropriate person		
Implement plan		
Use the support of others		
Obtain feedback from others		
Review progress towards solution		
Revise approach as necessary		
PS3.3 Apply agreed methods to check if problem solved, describe results and review approach to problem solving		
Agree with appropriate person methods of checking		
Apply checking methods accurately		
Draw conclusions		
Describe results		
Review approach used		
Consider whether alternative methods might have been effective		

Summary of Key Skills portfolio evidence
Working with others Level 3

Centre Number:	Candidate Number:
Centre Name:	Candidate Name:
Date:	Candidate Signature:

Provide at least **one** example of meeting the standard of WO3.1, 3.2 and 3.3.

	Candidate to enter	
	Portfolio Reference/ Page number	Comment *Brief description of how this was achieved*
WO3.1 Plan complex work with others, agreeing objectives, responsibilities and working arrangements		
Description of one-to-one situation		
Description of group working situation		
Number and description of group members		
Agreement on objectives of working together		
Agree action to achieve objectives		
Exchange information based upon evidence		
Agree responsibilities		
Agree working arrangements		
WO3.2 Seek to establish and maintain co-operative working relationships		
State extended period of time		
State your responsibilities		
State responsibilities of others		
Organise tasks to be effective		
Carry out your tasks to be effective		
Produce and check on quality of your work		

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	Candidate to enter	
	Portfolio Reference/ Page number	Comment Brief description of how this was achieved
Maintain co-operative working		
Agreement on ways to overcome difficulties		
Agree changes to achieve objectives		
Exchange accurate information on progress		
WO3.3 Review work with others and agree ways to improve collaborative working in future		
Agree extent to which work with others has been successful		
Agree objectives that have been met		
Identify factors influencing outcome		
Agree ways for improvement in future		