AQA

APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY (DOUBLE AWARD)

Unit 3: ICT and Society   **3850/3/CB**

AQA-Assessed Unit: Candidate's Booklet

1 November 2005 to 21 January 2006

Information for candidates

- Read this booklet carefully before you begin work. **Ask your teacher to explain to you anything in this booklet that you do not understand.**

- Under 'controlled conditions', in sessions specifically arranged by your teacher, you must complete an assignment consisting of the following **three tasks**:

  Task One: a presentation (worth 52 of the 100 marks available)
  Task Two: a report (worth 30 marks)
  Task Three: a newsletter or brochure (worth 18 marks).

- Outside the controlled sessions you will need to carry out research to gather the information you will need for these tasks.

- You are strongly advised to concentrate on the quality and detail of the information you provide in each of your three tasks, rather than on the quality of the presentation of each document.

- You must use a computer to carry out the tasks and print out your work.

- During the controlled sessions you must **not** access the Internet or Intranet, and you must **not** copy text directly from any document or file prepared outside the controlled lessons.

- Your teacher will tell you how long you have to complete the tasks for this unit.

- Your teacher will tell you the deadline for handing in work for this unit. You must meet that deadline.

- There are 100 marks available for the assignment. Your work will be marked by an AQA examiner.

- The assignment you produce for Unit 3 is worth one third of the marks for the GCSE in Applied Information and Communication Technology (Double Award).

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Guidance on researching the assignment

In order to be as successful as possible with your assignment:

- plan your work carefully;

- you should think very carefully about what you are going to do to complete each of the three tasks before you start. The research that you carry out for the tasks must be about real-life situations, for example the effect of ICT on a real business or organisation or group of people. Think in detail about how you are going to allocate your time to carry out each of the three tasks and how you are going to research your detailed information;

- you can, if you wish, ask for help and advice from your teacher, or anyone else whose advice you think may be useful. However, if you receive help and advice from people other than your teacher, you **must** include their names and job titles in your lists of sources.

You will be able to do as much research as you wish outside the controlled sessions. The research that you carry out in order to complete the tasks may involve you in:

- meeting and interviewing people who use ICT
- producing questionnaires, and analysing the answers
- observing how ICT systems are used
- studying ICT documentation
- using the Internet.

When you are researching your assignment, you must produce lists of the sources of information that you used for each task. You may wish to use a copy of the form on page 10 of this booklet, or you could create a similar form of your own. It is acceptable for the lists of sources to be produced by hand, rather than using a computer. You will also need to keep evidence of how you searched the Internet. There is more guidance on when and how to do this on pages 5 and 7.

Turn over for Task 1

Task One:
Investigate how ICT developments have affected Entertainment and Leisure.
Present your findings in a presentation, with speaker's notes, that could be delivered to an audience.
(52 marks available)

The presentation is worth about half of the total marks for this unit, so you should aim to spend about half of the time available on this task.

You will need to carry out the following steps in order to complete this task.

●   Identify the specific type of audience for whom your presentation is intended.

●   Identify and describe **three** specific types of individuals or groups who have been affected in some way by ICT systems.

●   Carry out detailed research into how developments in ICT which relate to Entertainment and Leisure have affected your three types of individuals or groups. You will have learnt about these developments from your teacher in your ICT lessons, but you will need to find extra information of your own in order to provide the necessary detail. Further information about the details required is provided in the section on how you will gain marks on page 5.

    As you carry out your research, make a list of sources of the information you used in your research. You must check that the information from **one** of these sources is correct. Include in the material you hand in for marking your list of sources and details of the check you carried out.

●   Using the results of your research, produce **a presentation** that could be delivered to an audience. The presentation must be about the impact of developments in ICT which relate to Entertainment and Leisure on the three types of individuals or groups you have been considering.

    Your presentation must be **either** a computer slide show **or** a multimedia presentation. You must also produce a set of detailed speaker's notes to accompany your presentation.

    You can put information about your findings in either the presentation or the speaker's notes. It does not need to be in both.

    In researching and producing your presentation you should use ICT to help you search for information and also to organise the information in your presentation and speakers' notes.

●   Evaluate your presentation, identifying its strengths and weaknesses and suggesting how you might improve it if you were to carry out the task again.

Before you carry out this task you should read the following section, which explains how you will gain marks.

- Identify and describe the specific audience for whom your presentation is intended. *(1 mark)*

- Ensure that the format of your presentation is appropriate for this audience. *(1 mark)*

- Identify and describe **three** types of individuals or groups affected by developments in ICT related to Entertainment and Leisure. *(6 marks)*

- Describe in detail how **each** of your three types of individuals or groups use ICT in relation to Entertainment and Leisure. *(3 marks)*

- Describe in detail how developments in ICT affect your three types of individuals or groups. *(5 marks)*

- For **each** of your types of individuals or groups, describe possible benefits of the use of ICT related to Entertainment and Leisure. *(5 marks)*

- Describe the consequences for your types of individuals or groups of having limited access, or no access at all, to ICT related to Entertainment and Leisure. *(5 marks)*

- Describe how you think developments in ICT might affect **each** of your three types of groups or individuals in the future. *(7 marks)*

- Discuss the ethical and moral implications of access, or lack of access, to ICT. *(3 marks)*

- Provide evidence to show that you have made effective use of ICT tools to search for, select and organise information to include in your presentation. This might be, for example, an annotated screen print of the output from a search engine search showing appropriate search criteria and hyperlinks, or a pie chart or graph you have generated using a spreadsheet. *(6 marks)*

- Use the features of the software to produce an imaginative presentation that is appropriate for the needs of your intended audience. This might include combining text, diagrams, charts and pictures to improve your presentation. *(4 marks)*

- Evaluate your presentation, identifying its strengths, its weaknesses, and areas in which it could be improved and made more effective, if you were to complete the task again. *(3 marks)*

- Include a list of sources of your information, and show how you have checked the information from **one** of your sources. You can do this by comparing similar information from different sources, but other methods are acceptable. *(3 marks)*

(Total: 52 marks)

Turn over for Task 2

Task Two:
Investigate technology related to Personal Communications and its effect on society. Present your findings in a report.
(30 marks available)

The report is worth about one third of the total marks for this unit, so you should aim to spend about one third of the time available on this task.

You will need to carry out the following steps in order to complete this task.

- Carry out research into **three** types of technology that are available in relation to Personal Communications and their effects on society. You will have learnt about this from your teacher in your ICT lessons, but you will need to find extra information and detail of your own. Further information about the details required is provided in the section on how you will gain marks on page 7.

- As you carry out your research, make a list of sources of the information you used in your research to hand in with your report. In your list, you should say which part of the report you used each source for, and how useful you found each source to be. You should also check that the information from **one** source is correct and include written details in your list.

- Produce a **report** describing the **three** different types of technology that you have researched.

- While you are researching you should use ICT to help you search for information.

- When you are producing your report you should also use ICT to organise the information.

Before you carry out this task you should read the following section, which explains how you will gain marks.

- Identify and describe **three** types of technology available related to Personal Communications. Everything you do in this report must relate to these three technologies. *(8 marks)*

- Explain the main purposes of **two** of your three technologies. *(2 marks)*

- Describe the advantages and disadvantages of **two** of your three technologies. *(4 marks)*

- Describe how **each** of the three technologies has **changed over time**, and how you think they will change **in the future**. *(6 marks)*

- Provide evidence to show that you have used ICT tools effectively to search for, select and organise the information included in your report. This might be, for example, an annotated screen print of the output from a search engine search showing appropriate search criteria and hyperlinks, or a pie chart or graph you have generated using a spreadsheet. *(2 marks)*

- Ensure that your report is well-structured, well-organised and easy to read and understand. *(3 marks)*

- Include a list of sources of your information and briefly describe which source relates to which section of your report. *(3 marks)*

- Explain how useful you found **one** of your sources to be. *(1 mark)*

- Provide evidence to show how you checked the information from **one** of your sources. You can do this by comparing similar information from different sources, but other methods are acceptable. *(1 mark)*

(Total: 30 marks)

Turn over for Task 3

Turn over ▶

Task Three:
Investigate the purposes of ICT legislation. Present your findings as a newsletter or brochure for employees of a large organisation.
(18 marks available)

The newsletter or brochure is worth about one fifth of the total marks for this unit, so you should aim to spend about one fifth of the time available on this task.

You will need to carry out the following steps in order to complete this task.

● Carry out research into the pieces of legislation that are related to the use of ICT. As you carry out your research, make a list of sources of information you used in your research and hand it in with your work.

● Check that the information from at least **one** source is correct and include written details of this check in your list.

● Produce a newsletter or brochure using A4 paper featuring **four** pieces of legislation which affect the use of ICT. You will have learnt about these from your teacher in your ICT lessons, but you will need to find extra information and detail of your own.

The document you produce should be suitable **for giving to employees of a large organisation**. It is up to you to design the layout of your newsletter or brochure.

You do **not** need to include the details of the various Acts and Regulations, but you must include their proper names. You must say why the four pieces of legislation exist and, for three of them, describe how the organisation's staff, suppliers and customers are affected by it.

● Evaluate your newsletter or brochure, identifying its strengths and weaknesses and suggesting how you might improve it if you were to carry out the task again.

Before you carry out this task you should read the following section, which explains how you will gain marks.

- Describe the main purposes of **four** pieces of legislation which affect the use of ICT. *(8 marks)*

- For **three** of your pieces of legislation, describe how the organisation's staff, suppliers and customers will be affected by the legislation. *(3 marks)*

- Ensure that your newsletter or brochure is well-structured, well-organised and easy to read and understand. *(2 marks)*

- Evaluate your newsletter or brochure by explaining how useful it will be to the employees of a large organisation and by identifying its strengths and weaknesses. *(3 marks)*

- Include a list of sources of your information and show how you checked the information from **one** of your sources. You can do this by comparing similar information from different sources, but other methods are acceptable. *(2 marks)*

(Total: 18 marks)

Turn over ▶

List of sources of information for   (insert name of task)

Give details of the source e.g. for a book, give its title, author and date of publication For a website, give the full web page address (URL) For a visit, give the name of the place visited For a person, give their name and details of who they are	Which part of the assignment did you use the source for? Describe what information this source provided for your assignment	For one source only, how useful was the source? Say whether you found this source to be of value, or whether it was a source that you tried but was not useful for the assignment	For one source only, how did you check the information?

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