

Name:

Overall Grade: P | M | D

## Unit 1 – Assessment Log

Assessment Objective	Pass	Merit	Distinction
1: Investigate the role and contribution of communication technology to business.	<input type="checkbox"/> Describe at least three different types of business communication systems: <ul style="list-style-type: none"> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> World Wide Web/Internet, Intranets</li> <li><input type="checkbox"/> Conferencing: video-, tele-, web-, instant messaging</li> </ul> <input type="checkbox"/> <b>Briefly explain</b> the main benefits and drawbacks of these using some examples.	<input type="checkbox"/> Describe at least three different types of business communication systems: <ul style="list-style-type: none"> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> World Wide Web/Internet, Intranets</li> <li><input type="checkbox"/> Conferencing: video-, tele-, web-, instant messaging</li> </ul> <input type="checkbox"/> Explain a <b>range</b> of benefits and drawbacks of these using appropriate examples.  <input type="checkbox"/> Explain how communication technology has contributed to the growth of e-Commerce.	<input type="checkbox"/> Describe <b>in detail</b> at least three different types of business communication systems: <ul style="list-style-type: none"> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> World Wide Web/Internet, Intranets</li> <li><input type="checkbox"/> Conferencing: video-, tele-, web-, instant messaging</li> </ul> <input type="checkbox"/> <b>Explain thoroughly</b> a wide range of benefits and drawbacks of these, supported by a variety of well chosen examples.  <input type="checkbox"/> Explain how communication technology has contributed to the growth of e-Commerce, e-Business and e-Marketing.
Notes:	A01 Grade: P   M   D		
2: Explain the aids and barriers to effective communication.	<input type="checkbox"/> Limited explanation of some of the aids and barriers to effective communication. At <b>least 5</b> from: <ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose</li> <li><input type="checkbox"/> Medium</li> <li><input type="checkbox"/> Message</li> <li><input type="checkbox"/> Text(font, formatting, layout)</li> <li><input type="checkbox"/> Language</li> <li><input type="checkbox"/> Writing Style</li> <li><input type="checkbox"/> Readability</li> <li><input type="checkbox"/> Accessibility</li> <li><input type="checkbox"/> Age, gender, cultural, emotional</li> <li><input type="checkbox"/> Speed of delivery</li> </ul>	<input type="checkbox"/> Explain many of the aids and barriers to effective communication. At <b>least 8</b> from: <ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose</li> <li><input type="checkbox"/> Medium</li> <li><input type="checkbox"/> Message</li> <li><input type="checkbox"/> Text(font, formatting, layout)</li> <li><input type="checkbox"/> Language</li> <li><input type="checkbox"/> Writing Style</li> <li><input type="checkbox"/> Readability</li> <li><input type="checkbox"/> Accessibility</li> <li><input type="checkbox"/> Age, gender, cultural, emotional</li> <li><input type="checkbox"/> Speed of delivery</li> </ul> <input type="checkbox"/> The explanation is supported by at least two appropriate examples of each	<input type="checkbox"/> Explain thoroughly a <b>wide range</b> of aids and barriers to effective communication. Include <b>all</b> of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose</li> <li><input type="checkbox"/> Medium</li> <li><input type="checkbox"/> Message</li> <li><input type="checkbox"/> Text(font, formatting, layout)</li> <li><input type="checkbox"/> Language</li> <li><input type="checkbox"/> Writing Style</li> <li><input type="checkbox"/> Readability</li> <li><input type="checkbox"/> Accessibility</li> <li><input type="checkbox"/> Age, gender, cultural, emotional</li> <li><input type="checkbox"/> Speed of delivery</li> </ul> <input type="checkbox"/> The explanation is supported by at least four appropriate examples of each.
Notes:	A02 Grade: P   M   D		



<p>3: Design and create a presentation style for use in business documents.</p>	<p><input type="checkbox"/> Design and create templates for at least three of the following types of business documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Report</li> <li><input type="checkbox"/> Letter</li> <li><input type="checkbox"/> Memo</li> <li><input type="checkbox"/> Flyer</li> <li><input type="checkbox"/> Invoice</li> <li><input type="checkbox"/> Agenda</li> <li><input type="checkbox"/> Minutes</li> </ul> <p><input type="checkbox"/> Include text style and paragraph formatting.</p> <p><input type="checkbox"/> Housestyle will be mostly consistent across the templates.</p>	<p><input type="checkbox"/> Design and create templates for at least four of the following types of business documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Report</li> <li><input type="checkbox"/> Letter</li> <li><input type="checkbox"/> Memo</li> <li><input type="checkbox"/> Flyer</li> <li><input type="checkbox"/> Invoice</li> <li><input type="checkbox"/> Agenda</li> <li><input type="checkbox"/> Minutes</li> </ul> <p><input type="checkbox"/> Include page layout, text style, paragraph formatting and graphic elements.</p> <p><input type="checkbox"/> Templates will show a consistent housestyle and suit the purpose.</p>	<p><input type="checkbox"/> Candidates will design and create templates for at least five of the following types of business document:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Report</li> <li><input type="checkbox"/> Letter</li> <li><input type="checkbox"/> Memo</li> <li><input type="checkbox"/> Flyer</li> <li><input type="checkbox"/> Invoice</li> <li><input type="checkbox"/> Agenda</li> <li><input type="checkbox"/> Minutes</li> </ul> <p><input type="checkbox"/> Include appropriate user-defined styles, page layout and graphic elements.</p> <p><input type="checkbox"/> Templates will show a consistent housestyle and suit the purpose.</p> <p><input type="checkbox"/> All templates will be of near professional quality.</p>
<p>Notes:</p>	<p style="text-align: right;">A03 Grade: <b>P   M   D</b></p>		
<p>4: Demonstrate the effective use of written communication using ICT in a business context.</p>	<p><input type="checkbox"/> Use at least <b>two different</b> types of written communication.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flyer</li> <li><input type="checkbox"/> Invoice</li> </ul> <p><input type="checkbox"/> Include the use of at <b>least two</b> of: tables, bullets, auto-numbering, columns and text boxes.</p> <p><input type="checkbox"/> Documents appropriately formatting using the housestyle designed in A03 with few inconsistencies.</p> <p><input type="checkbox"/> Documents contain few errors and mainly fit for purpose.</p>	<p><input type="checkbox"/> Use at least <b>three different types</b> of written communication using templates created:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flyer</li> <li><input type="checkbox"/> Invoice</li> <li><input type="checkbox"/> Letter</li> </ul> <p><input type="checkbox"/> Include the <b>appropriate use</b> of at <b>least three</b> of: tables, bullets, auto-numbering, columns and text boxes.</p> <p><input type="checkbox"/> Documents appropriately formatted using the housestyle designed in A03 with few inconsistencies.</p> <p><input type="checkbox"/> Documents contain few errors and mainly fit for purpose.</p>	<p><input type="checkbox"/> Use at least <b>four different types</b> of written communication using templates created:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flyer</li> <li><input type="checkbox"/> Invoice</li> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Letter</li> </ul> <p><input type="checkbox"/> Justify the suitability of each document for that purpose.</p> <p><input type="checkbox"/> Include the <b>effective use</b> of at <b>least four</b> of: tables, bullets, auto-numbering, columns and text boxes.</p> <p><input type="checkbox"/> Documents are well structured and appropriately formatted using the housestyle designed in A03</p> <p><input type="checkbox"/> Documents are of near-professional business quality.</p>
<p>Notes:</p>	<p style="text-align: right;">A04 Grade: <b>P   M   D</b></p>		



# ocr nationals level 3 - ict

5: Demonstrate the effective use of email in a business context.	<input type="checkbox"/> Use at least four standard features of email appropriately: <ul style="list-style-type: none"> <li><input type="checkbox"/> Use of CC and BCC</li> <li><input type="checkbox"/> High/low importance</li> <li><input type="checkbox"/> Level of confidentiality</li> <li><input type="checkbox"/> Address book</li> <li><input type="checkbox"/> Creation and use of professional signature</li> </ul>	<input type="checkbox"/> Use at least four features of email appropriately: <ul style="list-style-type: none"> <li><input type="checkbox"/> Use of CC and BCC</li> <li><input type="checkbox"/> High/low importance</li> <li><input type="checkbox"/> Level of confidentiality</li> <li><input type="checkbox"/> Address book</li> <li><input type="checkbox"/> Creation and use of professional signature</li> </ul>	<input type="checkbox"/> Use at least five of standard features of email appropriately. <ul style="list-style-type: none"> <li><input type="checkbox"/> Use of CC and BCC</li> <li><input type="checkbox"/> High/low importance</li> <li><input type="checkbox"/> Level of confidentiality</li> <li><input type="checkbox"/> Address book</li> <li><input type="checkbox"/> Creation and use of professional signature</li> <li><input type="checkbox"/> Email etiquette</li> </ul>
	<input type="checkbox"/> Set up and use at least three advanced features of email: <ul style="list-style-type: none"> <li><input type="checkbox"/> Multiple attachments</li> <li><input type="checkbox"/> Folders to organise mail</li> <li><input type="checkbox"/> Autoreply</li> <li><input type="checkbox"/> Spam Filter</li> <li><input type="checkbox"/> Rules</li> <li><input type="checkbox"/> Distribution Lists</li> </ul>	<input type="checkbox"/> Set up and use at least four advanced features of email to <b>good effect</b> : <ul style="list-style-type: none"> <li><input type="checkbox"/> Multiple attachments</li> <li><input type="checkbox"/> Folders to organise mail</li> <li><input type="checkbox"/> Autoreply</li> <li><input type="checkbox"/> Spam Filter</li> <li><input type="checkbox"/> Rules</li> <li><input type="checkbox"/> Distribution Lists</li> </ul>	<input type="checkbox"/> Set up and use at least five advanced features of email to <b>good effect</b> . <ul style="list-style-type: none"> <li><input type="checkbox"/> Multiple attachments</li> <li><input type="checkbox"/> Folders to organise mail</li> <li><input type="checkbox"/> Autoreply</li> <li><input type="checkbox"/> Spam Filter</li> <li><input type="checkbox"/> Rules</li> <li><input type="checkbox"/> Distribution Lists</li> </ul>
	<input type="checkbox"/> Emails will mainly be fit for purpose.	<input type="checkbox"/> Emails will be fit for purpose and appropriate to business use.	<input type="checkbox"/> All emails will be fit for purpose and appropriate to business use.  <input type="checkbox"/> Show an <b>organised approach</b> to management of own email system.
Notes:	A05 Grade: <b>P   M   D</b>		
6: Demonstrate an understanding of document and computer security in the workplace.	<input type="checkbox"/> Describe at least four security issues relating to documents and computers in the workplace: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hacking</li> <li><input type="checkbox"/> Data misuse</li> <li><input type="checkbox"/> Unauthorised transfer or copying</li> <li><input type="checkbox"/> Unauthorised copying or distributing software</li> </ul>	<input type="checkbox"/> Describe at least five security issues relating to documents and computers in the workplace: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hacking</li> <li><input type="checkbox"/> Data misuse</li> <li><input type="checkbox"/> Unauthorised transfer or copying</li> <li><input type="checkbox"/> Unauthorised copying or distributing software</li> <li><input type="checkbox"/> Viruses</li> <li><input type="checkbox"/> Adware, malware, spyware</li> <li><input type="checkbox"/> Email and chatroom abuses</li> </ul>	<input type="checkbox"/> Describe in detail, giving specific examples of at least six security issues relating to documents and computers in the workplace: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hacking</li> <li><input type="checkbox"/> Data misuse</li> <li><input type="checkbox"/> Unauthorised transfer or copying</li> <li><input type="checkbox"/> Unauthorised copying or distributing software</li> <li><input type="checkbox"/> Viruses</li> <li><input type="checkbox"/> Adware, malware, spyware</li> <li><input type="checkbox"/> Email and chatroom abuses</li> <li><input type="checkbox"/> Online threats</li> <li><input type="checkbox"/> Pornography</li> </ul>
	<input type="checkbox"/> Identify methods used to avoid these issues.	<input type="checkbox"/> Describe methods used to avoid these issues.	<input type="checkbox"/> Describe in detail the methods used to avoid these issues.
Notes:	A06 Grade: <b>P   M   D</b>		



<p>7: Use standard ways of working to organise, keep secure and manage personal information</p>	<p><input type="checkbox"/> Demonstrate an awareness of health and safety issues related to the use of ICT and apply this on most occasions. <i>(Teacher witnessed)</i></p> <p><input type="checkbox"/> Use standard ways of working:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable folder structure</li> <li><input type="checkbox"/> Suitable file names</li> <li><input type="checkbox"/> Password protection</li> </ul> <p><input type="checkbox"/> They will produce <b>some</b> evidence of backing up their work to a removable medium. The names of files and folders may not be suitable.</p>	<p><input type="checkbox"/> Demonstrate an awareness of health and safety issues related to the use of ICT and apply this on most occasions. <i>(Teacher witnessed)</i></p> <p><input type="checkbox"/> Use standard ways of working:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable folder structure</li> <li><input type="checkbox"/> Suitable file names</li> <li><input type="checkbox"/> Password protection</li> <li><input type="checkbox"/> Version Numbers</li> </ul> <p><input type="checkbox"/> They will produce <b>clear</b> evidence of backing up their work to a removable medium on <b>more than one occasion</b>. The names of files and folders will be suitable.</p>	<p><input type="checkbox"/> Demonstrate an awareness of health and safety issues related to the use of ICT and apply this on most occasions. <i>(Teacher witnessed)</i></p> <p><input type="checkbox"/> Use standard ways of working:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable folder structure</li> <li><input type="checkbox"/> Suitable file names</li> <li><input type="checkbox"/> Password protection</li> <li><input type="checkbox"/> Version Numbers</li> <li><input type="checkbox"/> Access permissions</li> </ul> <p><input type="checkbox"/> They will produce evidence of <b>regular</b> back-up of work to a removable medium. The names of files and folders will be suitable and include version numbers.</p>
<p>Notes:</p>	<p style="text-align: right;">A07 Grade: <b>P</b>   <b>M</b>   <b>D</b></p>		