



# Chief Coordinator Report

## Preparing for a Business Venture

2012-2013

09896, 09897, 09898, 09899

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### REPORT FOR PUBLICATION

Please identify under each section a summary of the key issues which have arisen during the year within each of these categories.

#### 1. The qualifications and standards

- **Structure and content**

1. Identify good practice across the board and support this with specific examples where possible. (Please do not name centres).
2. Identify key issues where centres have needed guidance during the year. If there are particular issues with units that required significant feedback to centres during the year, specify what they were. Were there any common issues which repeatedly appeared across the full range of claims? In completing the report you should specify whether the issues were common to most centres or were isolated examples.

<p><b>Centre Assessment:</b> Progress in complying with internal assessment and providing a business introduction.</p> <p>Need to return work to candidates where it is not satisfactory rather than submitting it.</p>	<p><b>Findings:</b> It was reassuring to see that the progress noted last year in centres fully internally assessing their work and including 'written evidence for their new business venture' from the candidates has been maintained so that few centres transgress in either case.</p> <p>Centres are reminded, however, that where problems are identified during the internal processing of the work should be returned to the candidate to allow them the opportunity to carry out further work. The work submitted must be of suitable quality for the assessment criteria..</p>
<p><b>Internal Moderation:</b> Increased use of internal verification leading to greater success.</p>	<p><b>Findings:</b> As was noted last year, many centres have moved towards having the work clearly internally assessed prior to it being sent to the moderator. Not only is this good practice, but once more it reduces the chance of the work being deemed unfit to pass. It has been observed by the</p>

<p>Most Units have achieved a success rate of 94-100%. A few have consistently given problems for a few centres/candidates.</p> <p>Clear attention to the Key Word is vital for success.</p>	<p>moderators that where centres take care in the internal processes that few, if any, candidates fail, whereas in some cases where this had not taken place contradictory answers are allowed to pass.</p> <p>The following tasks have given a number of candidates' particular difficulty:</p> <ul style="list-style-type: none"> <li>• 09896/09897: Unit 4 Task 2 where the difference between formal and informal interviews has been seen as referring to the level of formality or informality rather than the type of question schedule which is used.</li> <li>• 09896/09897: Unit 4 Task 5 where the first part requires a clear idea of cost-plus pricing and the second part a calculation, not a statement of the formula.</li> <li>• 09896/09897: Unit 6 Task 6 where direct and indirect costs have very precise meaning and the examples must match these.</li> <li>• 09898/09899: Unit 3 Task 2 where all businesses have a unit of 'production' even services though this will be very different from a pure manufacturing business.</li> </ul> <p>In all units and tasks and at all levels centres are reminded of the need for candidates to clearly address the Key Word. Failure to do so is increasingly the reason why candidates are not successful. Explain cannot be answered in two or three words.</p>
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<p><b>Administration/ Documentation:</b> Access to reports is important for Tutors</p> <p>Packaging, use of Interchange and need for Submission Cover Sheets</p>	<p><b>Findings:</b></p> <p>Centres are reminded that it is very important for Tutors to have access to the reports produced by the moderator. In a number of cases the repetition of problems appears to show that this is not happening.</p> <p>Centres are reminded of the need to ensure that: the packaging is sufficiently secure; they have included a print out from Interchange of their entry; that the claim has been submitted; and that the work of each candidate is accompanied by both sheets of the Submission Cover Sheet.</p>
<p><b>OCR Support and Resources:</b></p> <p>Overall increase in numbers.</p>	<p><b>Findings:</b></p> <p>Adding the old and the revised schemes together for the previous year, all bar 09898 showed increases over the</p>

<p>Most centres make good use of the support available on the website.</p>	<p>equivalent schemes with 09897 having a rise of over 55 per cent.</p> <p>Centres are reminded of the help available on line including 'Notes for Tutors' and the 'Glossary' of terms.</p>
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<p><b>Assessment Summary:</b></p> <p>Majority of centres have continued to improve the performance of their candidates.</p> <p>Attention to the Key Word is essential.</p>	<p><b>Findings:</b></p> <p>Many centres offer good comments on the work and ensure that candidates have the opportunity to action these. There is evidence that centres, in general, have paid close attention to the reports on work using these to improve their practice.</p> <p>In some cases, however, it seems that tutors have not had access to these reports.</p> <p>Where the key word is clearly addressed this greatly increases the likelihood of success.</p>
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