

Model Assignment

Issued September 2011

OCR Administration (Business Professional)

UNIT 22 (LEVEL 3) - CARRY OUT RESEARCH AND PREPARE A REPORT

Please note:

This OCR model assignment may be used to provide evidence for the unit above. Alternatively, centres may wish to adapt this assignment or devise their own assignment for the purposes of assessment. It is the centre's responsibility to ensure that any adaptations made to this assignment allow learners to meet all the assessment criteria and provide them with sufficient opportunity to demonstrate achievement across the unit.

This unit has a credit value of 4 on the Qualifications and Credit Framework (QCF). The scheme codes for the OCR Administration (Business Professional) qualifications towards which successful completion of this unit assessment may contribute are:

OCR Scheme code	Qualification Title	Qualification Accreditation Number (QAN)
03956	OCR Level 2 Certificate in Administration (Business Professional)	500/6563/4
03957	OCR Level 2 Diploma in Administration (Business Professional)	500/6125/2
03958	OCR Level 3 Award in Administration (Business Professional)	500/6483/6
03959	OCR Level 3 Certificate in Administration (Business Professional)	500/6484/8
03963	OCR Level 3 Diploma in Administration (Business Professional)	500/6485/X
03966	OCR Level 4 Award in Administration (Business Professional)	500/6488/5
03967	OCR Level 4 Certificate in Administration (Business Professional)	500/6489/7
03968	OCR Level 4 Diploma in Administration (Business Professional)	500/6490/3

The QCA Accreditation Number for this unit is: **T/502/3858**

This OCR model assignment remains live for the life of these qualifications.

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Model Assignment: Tutor Information

OCR Administration (Business Professional)

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Introduction to the Tasks

The tasks have been designed to enable learners to demonstrate their skills, knowledge and understanding of professional administration in the business world.

The model assignment for this unit is designed to provide a broad scope for the learner to explore a range of options, providing them with the opportunity to demonstrate their ability to:

- plan research
- work to a timescale
- conduct desk and field research
- draw conclusions and make recommendations
- present their findings in a formal report.

The tasks have been designed so that all of the assessment criteria in Unit 22 are addressed.

The same tasks may be applied to a different scenario or a real business situation if preferred, but in order to achieve the unit, the scenario or situation must be suitably complex for Level 3 and must provide scope for a range of research methods to be used.

In the scenario the learner is required to investigate two diversification options for J W Drew & Sons, a family run farm of 75 acres. If necessary, the tutor can help to identify diversification options for the learner to research, although it is preferable for learners to identify their own. There are a number of directions that learners could be steered towards, for example:

- Different types of farming
 - Specialist crops
 - Go organic
 - Form or join a cooperative
- Use the barn
 - Convert to offices
 - Workshops
 - Events
- Leisure
 - Paint balling
 - Bed & breakfast
 - Horse riding

This list is by no means exhaustive.

The scenario provides limited information; therefore the tutor should support the learner by agreeing reasonable assumptions that the learner may need to make. For example, if the barn were next to a main road then perhaps it would be a good location for a farm shop.

The assignment is designed to test learners' research and report writing skills, therefore any realistic assumption is acceptable.

Learners must present their work neatly and check for correct spelling, punctuation and grammar. Although these do not form a specific part of the assessment criteria, the business report in particular must be fit for purpose.

Although learners may be working in small groups with colleagues for the purposes of research, and their research findings may therefore be similar, **each learner's report must be produced independently.**

These guidance notes must be used in conjunction with the unit specification and Centre Handbook.

The Tasks

Task 1: Produce a research project plan.

Assessment Criterion 1.1 is assessed in this task.

The learner should produce a plan before starting any research. This is an opportunity for them to demonstrate their ability to plan effective methods of undertaking research and to set realistic targets and timescales.

The requirement is for a simple description of the learner's approach, and not a formal project plan.

The plan could include:

- Summary of the brief
- Outline of their initial ideas
- The sources and forms of research they intend to use
- Targets, milestones and timescales.

Evidence will be a plan including timescales.

Task 2: Research the options

Assessment Criterion 1.2 is assessed in this task.

To complete this task the learner must produce the research upon which their report will be based in Task 3.

Learners should use the project plan to direct their research, identifying options for J W Drew & Sons' diversification and conducting research to provide a clear evaluation of the options.

Learners must work within the timescales defined in their project plan, or make amendments, giving reasons for the change.

A range of business research sources and methods must be used – Internet research, for example, is valid, but pages printed from websites would provide insufficient evidence for this task on their own.

The learner must maintain a record of their research. This could include minutes of 1-1 meetings, questionnaires, notes from meetings and conversations, diarised target dates noting completion or action.

Sources of information could include:

- Published research
 - Market research and statistics
- Media
 - Newspapers
 - Trade journals
 - Television programmes
 - The internet
- Competitors
 - Marketing material
 - Report & accounts
- Trade and professional bodies
- Original research
 - Interviews/questionnaires
 - Site visits

Evidence will be proof of the learner's research and their notes.

Task 3: Produce a formal report

Assessment Criterion 2.1 is assessed in this task.

To complete this task the learner must use the research from Task 2 to produce a formal report addressing the two preferred diversification options for J W Drew & Sons.

Research must be used appropriately, accurately and be well presented and referenced.

The report must include:

- ✓ Terms of reference
- ✓ Procedures
- ✓ Findings
- ✓ Conclusion
- ✓ Recommendations
- ✓ Bibliography

Evidence will be a formal report.

Scope of permitted Model Assignment modification

The model assignment is self-contained in its present form. The set of tasks form a coherent whole addressing all the Assessment Criteria [AC].

No changes to the Assessment Criteria are permitted. However, the model assignment can be changed in terms of the introductory scenario, which can be contextualised or amended. The scenario must still be set within a business context and must have a clear business purpose/objective.

The following would remain broadly the same, providing a common structure for the range of model assignments produced:

- individual learners' evidence for practical activities
- controls for task taking
- links to other unit assignments, learning and work experience

If modifications are made to the model assignment it is up to the centre to ensure that all assessment criteria are adequately covered.

Checklist of types of evidence

When completing this model assignment it may be possible to generate evidence for completing a task in a variety of formats. This list is not exhaustive and will depend on the approach taken to complete the task or model assignment. In some cases the task will require a specific format for the outcome and this will be clearly marked in the table with these items in bold.

Task activity	Examples of evidence – specifically required items in bold	Assessment Criteria coverage
Task 1 Produce a research project plan	<ul style="list-style-type: none"> • Plan • Report 	<ul style="list-style-type: none"> • 1.1
Task 2 Research the options	<ul style="list-style-type: none"> • Proof of research • Notes 	<ul style="list-style-type: none"> • 1.2
Task 3 Produce a formal written report	<ul style="list-style-type: none"> • Report 	<ul style="list-style-type: none"> • 2.1

Model Assignment: Learner Information

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Q *Do I have to pass this assignment?*

A Yes. You must pass this assignment to achieve the unit.

Q *What help will I get?*

A Your tutor will help you when completing the OCR model assignment and will make sure that you know what resources/facilities you need and are allowed to use.

Q *What if I don't understand something?*

A It is your responsibility to read the assignment carefully and make sure you understand what you need to do and what you should hand in. If you are not sure, check with your tutor.

Q *Can I use other people's work?*

A No. The work that you produce must be your own and you may be asked to sign a declaration confirming this. You should never copy the work of other learners or allow other learners to copy your work. Any information that you use from other sources, e.g. books, newspapers, professional journals or the Internet must be clearly identified and not presented as your own work.

Q *Can I work in a group?*

A Yes. However, if you work in a group at any stage you must still produce work that shows your individual contribution.

Q *How should I present my work?*

A You can present your work in a variety of ways, e.g. hand-written, word-processed, on video. However, what you choose should be appropriate to the task(s) and agreed with your tutor. For some work, e.g. presentations, role-play, work experience, you will need to provide proof that you completed the task(s). A witness statement or observation sheet will usually be used for this. If you are unsure, check with your tutor.

Q *When I have finished, what do I need to hand in?*

A You need to hand in the work that you have completed for each task. Do not include any draft work or handouts unless these are asked for. When you hand in your work make sure that it is has your name and the unit title clearly marked and that it is in the correct order for assessment.

Q *How will my work be assessed?*

A Your work will be marked by an assessor in your centre. The assessor will mark the work using the assessment objectives in the qualification specification. The work will then be sent to an OCR Moderator to ensure that assessors from all centres are marking correctly. You have not passed this unit until this is confirmed by OCR.

Q *Will my work be returned?*

A Submitted work will not be returned so please ensure you keep copies of everything you produce.

Scenario

J W Drew & Sons

You are the administrator for J W Drew & Sons, which is a family run farm. The farm grows crops and keeps animals on its land, which totals 75 acres. The four-bedroomed farmhouse and farm buildings are mainly Victorian, with two modern cold stores and a large unused barn.

Last year was a typical year; the company's turnover was £281,250 with a small net profit of £14,062. The owners are keen to improve their turnover and profit through diversification and have asked you to look into the possibilities and recommend the two best options.

Tasks

Task 1: Plan your research project

Assessment Criterion 1.1

Your task is to:

- plan effective methods of undertaking research into the possibilities for diversification, setting realistic targets and timescales.

Your evidence will be a research project plan with timescales.

Task 2: Research the options

Assessment Criterion 1.2

Your task is to:

- undertake detailed research, identifying diversification options for J W Drew & Sons
- select and collate information which is relevant and current

You must work within the timescales you defined in your plan in Task 1, or, if you need to make amendments, give reasons for the change.

Your evidence will be proof of your research and your notes, including details of timescales.

Task 3: Produce a formal report

Assessment Criterion 2.1

Your task is to:

- use the research from Task 2 to produce a formal report summarising your findings and recommending the two best diversification options for J W Drew & Sons.

Your evidence will be a formal report.

Learner Evidence Checklist

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LEARNER NAME: _____

CENTRE NUMBER: _____

Task 1 evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Research project plan, including timescales	

Task 2 evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Proof of research	
<input type="checkbox"/> Notes including progress against timescales	

Task 3 evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Report	

I confirm that the items listed above are attached. These have been assessed and provide sufficient evidence to demonstrate that the learner has achieved all of the assessment criteria for this unit.

Signed: _____

Name and position _____

Date: _____