

Advanced Subsidiary GCE (or Advanced GCE)

G048/TASK

**APPLIED INFORMATION AND
COMMUNICATION
TECHNOLOGY**

Unit G048: Working to a Brief

Pre-Released Material

Candidates answer on the question paper.

Additional materials:

TO BE ISSUED TO CANDIDATES AT THE START OF THE COURSE.
TO BE OPENED ON RECEIPT.

TIME: There are no time limitations on the tasks other than that they must be submitted by the appropriate internal deadline set by the candidate's centre. This deadline will reflect the need for the centre to complete marking of the tasks and submission of marks to OCR by xx May 20xx

INSTRUCTIONS TO CANDIDATES

- You must use this booklet for guidance throughout your work for this unit.
- You must complete your outcome(s) by the date set by your teacher.
- You must submit all your preparatory work with your outcome(s).
- All preparatory work and the outcome(s) must be your own work.

INFORMATION FOR CANDIDATES

- The total number of marks available for this paper is **50**.
- You may start your preparatory work as soon as you receive this paper.
- There are no restrictions on computing facilities, hardware or software that may be used.

It is important that you discuss with your teacher anything you do not understand.

This document consists of **5** printed pages and **3** blank pages.

INSTRUCTIONS FOR CANDIDATES

Each of the following briefs has been written so that it may be completed alongside the Advanced GCE optional unit to which it relates.

Only responses to the briefs as set will be accepted. **No marks will be awarded** for work in response to any other brief.

Read the briefs in this booklet. You must research and develop **one** of these briefs.

For assessment of this unit, you must produce evidence which **must** include:

- a preparatory report into current working practice
- a project plan in response to the set brief
- a diary or log of work completed
- support materials for use with the project
- an evaluation of your performance in relation to planning the project
- an evaluation of your performance in implementing the project
- an evaluation of your ICT solution to the given brief.

Whichever brief you choose, you will need to report on current working practices. Before you plan the structure and content of your project you will need to carry out some research into working practices within the organisation. This research should enable you to plan a solution that works smoothly and with minimum disruption.

A project management plan will help you to organise your time efficiently. As a guide, the minimum requirements for the project management plan should include:

- key dates, deadlines and timescales
- how work may be managed in small sections or tasks
- organisation of information and resources
- time for reviews and modifications
- time for evaluation.

Full planning is vital to the success of the project. Full planning will also allow you to evaluate your work more effectively. There must be clear evidence of planning **before** you start your project.

While you are working on the project you must complete a diary or log. This diary or log should include:

- a full list of all tasks undertaken as part of the delivery of the project
- an assessment of your contribution to the success of the task
- the skills used in meeting the requirement of the task
- an assessment of how your skills needed to extend to meet the needs of the task – your discussion of your skills needs to include your use of working with others as well as ICT skills.

You will need to produce supporting materials. These may take any form, and the ultimate decision about what support materials your project needs is for you to decide.

Once you have completed the project, you will need to report on how well the project ran, what were its strengths and weaknesses and how well you worked with others. Your report should also suggest improvements to the project. You should collect feedback from users in order to allow you to make informed comments about your project and the role that you played.

At the end of the unit, you must hand in:

- your report on current working practices
- your project plan
- your diary or log
- support materials
- your evaluation reports.

Make sure that all your work has your name, candidate number and Centre number on each page.

Briefs

You may carry out the brief by working on your own or as part of a team. Where you are working on your own the focus of 'working with others' becomes the clients or end users of the product. Where you are working as a team member the focus may also include other members of the team.

You **must** develop a solution to **one** of the following briefs.

Brief 1

You have been asked to produce a spreadsheet to help plan an end of year leavers' party to be held at your school or college. The sole income for the event will come from selling tickets. Students and staff pay a set ticket price. The capacity of the venue is 150. You must plan to break even at 100 ticket sales, although you may sell more. Staff are charged 75% of the price charged to students. Your school or college's catering staff will provide all the food and drink for the event. They will charge a fixed price per head for this service.

The **only** expenses for the event are:

- the cost of meals (payable to the catering manager)
- the cost of a band
- the cost of decorating the venue
- the hire of glasses and tableware
- the publishing costs for marketing, menus and tickets.

When students and staff book their tickets, they will be asked to choose from three starters, three main meals and two desserts.

Your spreadsheet should:

- use the planned expenditure for the event to help decide on the final ticket price
- keep a record of individual students and staff showing their choice of meal, the table to which they are allocated and payments received.

Use this information to:

- calculate the amount outstanding
- show the total number of orders for each item on the menu, so the catering staff may prepare enough of each option
- show the orders for each table for each course, so that serving staff can ensure that the correct amount of each option arrives at the correct table.

This task may be completed in conjunction with Unit 10: Numerical modelling using spreadsheets.

Brief 2

You have been asked to produce an interactive multimedia package to publicise your school or college's forthcoming open day.

It should be clear from your planning who the target audience is for this event. Your package should include relevant materials to attract interest from this specific audience.

This task may be completed in conjunction with Unit 11: Interactive multimedia products.

Brief 3

You have been asked to produce a magazine to publicise a local tourist attraction which will form part of a national series aimed at overseas visitors. The magazine should include a range of different elements, some of which you produce yourself.

This task may be completed in conjunction with Unit 12: Publishing.

Brief 4

You have been commissioned to produce a portfolio of artwork for the advertising and packaging of a new range of soft toys aimed primarily at young children. You should include number of images which may be used for a large poster campaign, as well as other images which may be used in magazines, flyers and on the packaging.

You should use a comprehensive range of ICT tools to develop images in a way which supports the mood and target audience of the product.

This task may be completed in conjunction with Unit 13: Artwork and imaging.

Brief 5

Produce a website to promote and increase the number of students on the Applied GCE ICT course.

This website should be aimed at prospective students and their parents. You will need to liaise with the course director in your school or college to ensure that your completed product meets their requirements.

This task may be completed in conjunction with Unit 14: Developing and creating websites.

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