

Please read the instructions printed at the end of this form. One of these sheets, suitably completed, should be attached to the assessed work of each candidate.							
Unit Title	10 Event management	Unit Code	G729	Session		Year	
Centre Name						Centre Number	
Candidate Name						Candidate Number	
Evidence: You need to produce a business plan for a travel and tourism group project and provide evidence of your involvement in carrying out this group project.							
Criteria				Teacher Comment			Page No.
AO1.1: The business plan for the selected group project is brief, with little explanation of aims, objectives, customers, marketing, resource needs, team roles, staffing, timescales and legal requirements; your plan has omissions and may be unrealistic but incorporates some learning from areas of study within travel and tourism; your business plan is presented individually;	AO1.2: you produce a business plan for the selected group project which gives details of aims, objectives, customers, marketing, resource needs, team roles, staffing, timescales and legal requirements; your plan has some omissions but is realistic in terms of the project's management, showing knowledge and understanding of purpose and some relevant skills learnt from areas of study within travel and tourism; your business plan is presented individually;	AO1.3: you produce a business plan for the selected group project, giving clear details of aims, objectives, customers, marketing, resource needs, team roles, staffing, timescales and legal requirements; your evidence reflects your consideration of all aspects of the project's management and shows understanding of purpose, application of relevant skills (financial, legal, marketing, risk assessment, customer service and understanding of team roles and functions); your business plan is presented individually; your timescales are logical and achievable and your plan is realistic, demonstrating thorough knowledge, skills and understanding of travel and tourism with no omissions.					
[0 1 2 3 4]	[5 6 7]	[8 9 10]					
AO2.1: You contribute to the planning, preparation and running of the group project; your performance as part of the team is minimal and only just sufficient to show participation in planning and performance; your record of your contribution lacks details of involvement, or shows inconsistency in performance, which may lead to problems in team performance; your work will have some inaccuracies/ omissions;	AO2.2: you contribute to the effective planning, preparation and running of the group project; your record of your contribution shows your consistent involvement in the selected project and ability to work as a team member; you deal with any complaints or problems experienced during preparation and management, although not always effectively, showing some lack of consideration towards the rest of the group or an individual; your work includes some inaccuracies/omissions;	AO2.3: you contribute to the planning, preparation and running of the group project constructively and competently, reflecting the ability to perform under pressure; you cooperate with others; your record of your contribution shows that you play a full and valuable role in the selected group project; you deal effectively with problems and/or complaints, showing good interpersonal skills.					
[0 1 2 3 4]	[5 6 7 8]	[9 10 11 12]					

<p>AO3.1: You carry out some research from limited sources when assessing the feasibility of your selected group project and when managing the project, which may require other team members to obtain more information or may lead to delays; your research is not always relevant and you do not always use the findings of your research effectively, but it is just sufficient to enable the group project to take place; there is little attempt to address contingency plans or to research alternatives in case of problems;</p> <p style="text-align: right;">[0 1 2 3 4 5]</p>	<p>AO3.2: you carry out research from different sources when assessing the feasibility of your selected group project and when managing the project, and search for alternatives for costs, resources and project ideas; your research is mostly relevant and uses most of the findings of your research to inform the running of the group project appropriately;</p> <p style="text-align: right;">[6 7 8 9]</p>	<p>AO3.3: you carry out research using a broad range of sources, which are clearly indexed, when assessing the feasibility of your selected group project and in both the preparation and management of your project; your research is relevant and you use the findings of your research effectively to inform the running of the group project, with contingency plans included should problems arise.</p> <p style="text-align: right;">[10 11 12 13]</p>	<p style="text-align: center;">Mark</p>	
<p>AO4.1: Your evaluation of your own performance, and the team's performance, during and after the project, may be limited to simple facts, comments or statements and you make limited recommendations for improvement, which may be unrealistic; your use of terminology is not always accurate and written communication lacks detail in accuracy and content;</p> <p style="text-align: right;">[0 1 2 3 4 5]</p>	<p>AO4.2: you include an evaluation of your own performance, and the team's performance, during and after the project, making limited but realistic recommendations for improvement, but not all aspects may be fully covered; you include how these recommendations may have been affected by your own values and attitudes; you present materials suitably with appropriate use of some terminology and your understanding is conveyed through use of appropriate language;</p> <p style="text-align: right;">[6 7 8 9 10]</p>	<p>AO4.3: you include a comprehensive evaluation of your own performance, and the team's performance, at all stages of the project, through use of evaluative tools; you make detailed and realistic recommendations for improvement which are well considered and which confirm your ability to analyse and reflect on areas for future development, including changes that have occurred in your own values and attitudes; you present your work logically, showing use of appropriate terminology, and your meaning is clear and accurately conveyed.</p> <p style="text-align: right;">[11 12 13 14 15]</p>	<p style="text-align: center;">Mark</p>	
Total/50				
If this work is a re-sit, please tick <input type="checkbox"/>	Session and Year of previous submission		Please tick to indicate this work has been standardised internally <input type="checkbox"/>	

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).

Guidance on Completion of this Form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
- 5 Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.