

Student Name:

Teacher:

Date:

Assessment Objective	Pass	Merit	Distinction
AO1 <i>Describe the structure and purpose of the workplace organisation</i>	Candidates will give a brief description of the structure and purpose of workplace demonstrating a limited understanding of key personnel and their roles.	Candidates will give a brief description of the structure and purpose of the workplace and explain the importance of key personnel in relation to their roles.	Candidates will give a detailed description of the structure and purpose of the workplace and explain the importance of key personnel in relation to their roles. Their information will be clearly presented and may use hierarchy charts.
AO1 NOTES	AO1: P M D		
AO2 <i>Review workplace roles within the workplace organisation</i>	Candidates will give a brief description of own role and supervisor roles in the workplace. They will show a limited understanding of the way in which their roles contributes to the work of the organisation.	Candidates will give a brief description of own role and supervisor roles in the workplace. They will explain how their role contributes to the work of the organisation.	Candidates will give a detailed description of own role and supervisor roles in the workplace. They will explain how their role contributes to the work of the organisation and the implications if their work is unsatisfactory.
AO2 NOTES	AO2: P M D		
AO3 <i>Describe how to work in a healthy and safe way in the workplace organisation</i>	Candidates will make a short list of hazards and will give short statements about how these should be dealt with. They will outline general points relating to reporting procedures and procedures for emergencies and accidents. They will identify First Aiders and Health and Safety representatives in the workplace. They will show a general understanding of rights and responsibilities.	Candidates will make a short list of hazards clearly linked to an IT workplace and make short statements about how these should be dealt with. They will clearly describe reporting procedures and procedures for emergencies and accidents. They will identify First Aiders and Health and Safety representatives in the workplace and will give a short description of their work. They will show an understanding of rights and responsibilities related to an IT workplace.	Candidates will make a comprehensive list of hazards clearly linked to an IT workplace and make statements about how these should be dealt with. They will describe reporting procedures and procedures for emergencies and accidents in detail. They will identify First Aiders and Health and Safety representatives in the workplace and will give an accurate and detailed description of their work. They will show an understanding of rights and responsibilities related to an IT workplace.
AO3 NOTES	AO3: P M D		
AO4 <i>Illustrate how to comply with agreed standards for personal behaviour and presentation in the workplace organisation</i>	Candidates will give general examples relating to a limited range of workplace standards.	Candidates will give examples relating to a range of workplace standards clearly linked to an IT workplace.	Candidates will give detailed examples relating to a comprehensive range of workplace standards; the examples will be clearly linked to an IT workplace.
AO4 NOTES	AO4: P M D		
AO5 <i>Plan tasks to be carried out in the workplace</i>	Candidates will produce plans for three tasks; one of the tasks will involve working as part of a team. Candidates' plans will show a basic understanding of the main steps involved in workplace activities and the time and resources needed. They will show a limited awareness of team work, health and safety issues and the necessary underpinning knowledge and skills.	Candidates will produce plans for three tasks; one of the tasks will involve working as part of a team. Candidates' plans will show a sound understanding of the main steps involved in workplace activities and their sequence. They will give accurate estimates of the time and resources needed. They will give a brief description of team work, health and safety issues and the necessary underpinning knowledge and skills.	Candidates will produce plans for three tasks; one of the tasks will involve working as part of a team. Candidates' plans will show a comprehensive understanding of the main steps involved in workplace activities and their sequence. They will give accurate estimates of the time and resources needed. They will describe relevant legislation and policies. They will give a detailed description of team work, health and safety issues and the necessary underpinning knowledge and skills.
AO5 NOTES	AO5: P M D		

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Assessment Objective	Pass	Merit	Distinction
AO6 <i>Undertake tasks in the workplace, using appropriate skills for work</i>	Candidates will carry out tasks in the workplace at a basic level with close supervision. They may need support in meeting deadlines.	Candidates will carry out basic and more complex tasks in the workplace with some supervision and will meet deadlines.	Candidates are able to carry out basic and more complex tasks in the workplace with the minimum of supervision and will meet deadlines. They will show some initiative.
AO6 NOTES	AO6: P M D		
AO7 <i>Evaluate performance of tasks</i>	Candidates will make a brief review of what they did to complete tasks and whether they met deadlines. They will make limited suggestions as to how to improve their work.	Candidates will make a review including feedback from supervisors of what they did to complete tasks and whether they met deadlines. They will make a number of suggestions as to how to improve their work.	Candidates will make a detailed review including feedback from supervisors of what they did to complete tasks and whether they met deadlines. They will make a number of suggestions as to how to improve their work. They will give a clear description of how tasks relate to workplace goals.
AO7 NOTES	AO7: P M D		

Overall grade awarded for this unit: **PASS** **MERIT** **DISTINCTION** (Circle ONE grade) **Signature:** _____