

Changes to the Model Assignments for OCR Nationals in Business

OCR Nationals in Business and ICT - Level 1

Unit 1 – Working as a team in business and ICT

The tasks have been amended slightly to make the wording clearer – no actual content changes have taken place.

Unit 2 – Investigating businesses and the impact of ICT

Minor changes have taken place in this model assignment – the main change has been to suggest to candidates that they carry out a survey of the local area to identify different types of business activities. This should help them complete the task and apply the knowledge and understanding to real life businesses.

Task 3 has been updated so that candidates are now encouraged to draw the location of their selected business on a map. They have also been asked to provide similar maps of different areas of the country to suggest why businesses are located where they are.

Unit 3 – Introducing practical business and ICT skills

Minor word changes have been made to this model assignment e.g. in task 1 candidates have been asked to highlight the common *components* to a letter/memo and then compare their features.

In task 3 tutors now need to send candidates an email which includes an attachment.

OCR Nationals in Business - Level 2

Unit 1 – Investigating business

This task has been amended to meet the guidance and requirements of the unit. Candidates have been encouraged to survey their local area and produce a report on the different types of business ownership in task 1.

Task 3 has been updated to meet the guidance. Candidates must produce a diagram showing the organisational structure and then draw a new structure of how the organisation could be restructured. This should be enhanced with a written explanation about the new structure.

Task 7 has been updated so that the bullet points in the written evidence match the guidance in the unit specification.

Unit 2 – Enterprise and operations

Minor word changes but overall no change to the tasks.

Unit 3 – Finance in business

Task 1 has been updated so that part (a) matches the range of financial operations identified in the unit specification.

Unit 4 – Communication in business

This model assignment has been revamped and updated in line with the qualification update in 2008. Task 1 is similar to that before, however, as AO1 says a *range* of communication skills, candidates have been asked to interview people in part (b) and keep copies of the interview records.

In task 2 candidates have been asked to include paper-based research to match the requirements of the unit.

Task 3 has been updated so that the advantages and disadvantages of communication using technology are covered. This is a new task.

Task 4 has been completely updated so that the report is now about the impact of the continuing development of ICT as a tool for communication in business and society. The task now lists the impacts to be covered in the report.

Task 5 is now a presentation on the impact of ICT as a tool for communication on the MOJO DJ business.

OCR Nationals in Business - Level 3

Unit 1 – Investigating business

This unit has been slightly updated and amended so that it meets the requirements of the unit and makes clear to candidates that they must review *three* businesses. Guidance is also given where they must concentrate on one business.

Task 1 AO7 has been updated so that the evidence must now include figures, charts or graphs.

Task 2 has been slightly amended and in particular step 3 so that candidates clearly cover the reasons for change.

Unit 2 – Customer service

Task 3 (b) has been amended so that it is clear that candidates must access the customer service standards of a business and discuss with a real business how these are measured.

Task 4 has been updated so that candidates recommend changes to their approach, and identify training needs to improve more effective customer service.

Unit 3 – Business communications

This model assignment has been revamped and the key words changed to match the assessment objectives, e.g. Task 2 has been changed from *evaluate* to *identify*. Task 3 now states “investigate and evaluate the impact of ICT on business practice” rather than just evaluate.

Task 4 has been updated as candidates must use a variety of different internet search techniques. These can be evidenced through screen prints.

Task 5 has been updated so that the presentation includes a variety of presentation techniques and skills for the delivery of the presentation.

Unit 4 – Finance for business

Minor wording changes have taken place so that the wording now matches the guidance in the unit specification. Task 4 (b) has been updated to show the bullet points which must be included in the evidence requirements. Task 5 has also been updated.