



Oxford Cambridge and RSA

# **Level 3 Cambridge Technical in IT**

## **05838/05839/05840/05841/05842/05877**

### **Unit 2: Global information**

#### **INSERT**

**Wednesday 17 May 2017 – Afternoon**

#### **INSTRUCTIONS FOR LEARNERS**

- This is a clean copy of the pre-release material which you should already have seen.
- You should refer to it when answering the examination questions which are printed in a separate booklet.
- You may **not** take your previous copy of the pre-release material into the examination.
- You may **not** take notes into the examination.

#### **INFORMATION FOR LEARNERS**

- This document consists of **4** pages. Any blank pages are indicated.

#### **INSTRUCTION TO EXAMS OFFICER/INVIGILATOR**

- Do not send this Insert for marking; it should be retained in the centre or recycled.  
Please contact OCR Copyright should you wish to re-use this document.

## Organisational profile

### Introduction

*Progress BikeSafe* is a driving school which specialises in teaching people to ride motorbikes. The school is based in South Lakeland and has learners who come from all over The Lake District.

The school provides theory lessons to enable their learners to pass the theory component of the motorbike licence test. In addition, the driving school also provides practical lessons to develop the learners' competence on riding a motorbike. The practical lessons enable them to pass the skills-based components of the motorbike licence test.

Once the motorbike licence test has been passed, *Progress BikeSafe* can provide lessons in advanced riding skills such as safe riding on rural lanes and motorways.

### Services

The main services provided by *Progress BikeSafe* are:

- theory lessons;
- basic motorbike practical lessons;
- advanced skills practical lessons;
- advice and guidance on the equipment needed for riding a motorbike, for example helmets and clothing.

*Progress BikeSafe* is able to hire motorbikes to their learners to complete the Compulsory Basic Training (CBT) and each of the practical modules. The engine size of the motorbike will depend on the previous driving and riding history of the learner but can only be 125cc, 395cc or 595cc.

To ride a motorbike requires the successful passing of the CBT. *Progress BikeSafe* offers this training as a 1 day course. Following this training, learners have to pass the theory part of the test.

The theory test may have already been completed if the learner has been driving a car. This prior achievement can be used to gain a motorbike licence.

When the theory test has been successfully completed, a 2 module practical test must be taken. Both modules must be passed before a motorbike licence can be issued to the learner. Module 1 is an off-road practical test, whilst the focus of module 2 is on-road riding.

Module 1 must have been successfully completed before a learner can take the module 2 test.

If a learner fails module 1 then they must wait 3 working days before taking the module test again. If module 2 is failed then the learner must wait for 10 working days.

### Learner records

The school has approximately 500 learners each year. The learners' progress through the licence process varies with some learners having to take further lessons to enable them to resit one of the practical skills modules.

A learner may also have to undertake a course of practical skills lessons if, for example, they have lost their licence due to dangerous riding or through fixed penalty points going on their licence. *Progress BikeSafe* is also part of the nationwide speed awareness initiative where riders have to take a course following them being caught doing excessive speeds by the police.

Learner records are stored on a database which is backed up at the end of every working day. The back-up is stored on a CD which is placed in a fireproof safe.

The database records data on:

- confidential details for each learner, for example contact details;
- the progress of each learner through the licensing process;
- learners undertaking advanced skills riding;
- learners undertaking the speed awareness course.

**Fig.1** shows an excerpt from the learner progress database table, showing some complete records. The actual database table contains all the data about every learner from when *Progress BikeSafe* began operating as a business in 2014. *Progress BikeSafe* has incorporated validation routines into the database, such as drop down lists, to minimise data entry errors.

## Staffing

*Progress BikeSafe* employs office staff who carry out administration procedures, including updating the database and dealing with enquiries from learners. They also schedule courses and book theory and practical tests on behalf of learners.

Some of the riding trainers work on a part-time basis, for example, the staff who train learners on the advanced skills riding courses. At the moment all communication with part-time staff is completed by phone or email. The communication includes confirmation of dates, times of courses and the names of learners who will be attending the course.

*Progress BikeSafe* is considering implementing an intranet to enable staff to access learner and course details.

## Appendix

Excerpt from the learner progress database table

LearnerID	BikeHire	EngineSizecc	CBT	Theory	Module1	DatePassed1	Module2	DatePassed2	AdvancedSkills
1	<input checked="" type="checkbox"/>	395	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/01/2016	<input type="checkbox"/>		
2	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
3	<input checked="" type="checkbox"/>	595	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/06/2016	<input checked="" type="checkbox"/>	02/07/2016	MW
4	<input checked="" type="checkbox"/>	125	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

**Fig.1**

To prepare for the examination, you should research the following themes:

- How different types of information access and storage devices can be used in *Progress BikeSafe*.
- Different types of www.technology networks and the characteristics that make them suitable for *Progress BikeSafe* including how email communication can be used.
- How, and why, different information styles are used in a database.
- The legislation relevant to the storage of data and the actions required to comply with the legislation.
- Different types of logical protection methods and how these can be used by *Progress BikeSafe*.

---

# OCR

Oxford Cambridge and RSA

**Copyright Information:**

OCR is committed to seeking permission to reproduce all third-party content that it uses in its assessment materials. OCR has attempted to identify and contact all copyright holders whose work is used in this paper. To avoid the issue of disclosure of answer-related information to candidates, all copyright acknowledgements are reproduced in the OCR Copyright Acknowledgements Booklet. This is produced for each series of examinations and is freely available to download from our public website ([www.ocr.org.uk](http://www.ocr.org.uk)) after the live examination series.

If OCR has unwittingly failed to correctly acknowledge or clear any third-party content in this assessment material OCR will be happy to correct its mistake at the earliest possible opportunity.

For queries or further information please contact the Copyright Team, First Floor, 9 Hills Road, Cambridge CB2 1GE.

OCR is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of University of Cambridge Local Examinations Syndicate (UCLES), which is itself a department of the University of Cambridge.