

OCR Nationals in ICT Level 2 - Unit 1 - ICT skills for business (2010) – Change Matrix

Changes have been made to the unit in response to feedback from centres, the introduction of new and emerging technology and to address regulatory requirements. In making these changes we have clarified and updated the assessment requirements, enhanced the Knowledge, Understanding and Skills (KUS) and improved the guidance for centres.

To assist centres the new units, for Level 2 Nationals in ICT 2010, have the key changes highlighted in yellow. The changes for this unit are detailed in the table below.

A new Model Assignment has been developed for this unit 'The French Trip' and will be available on the OCR Website

AO	Section	Change	Rationale
AO1	Assessment Objective	Revised AO - originally 'Demonstrate good working practices....' now 'Understand how safe working practices are applied in a business environment'.	Provides opportunities for candidates to develop their understanding about safe working practices in business. Removed the requirement for basic file management.
	KUS	Revised KUS with new requirements (see above) including many higher level requirements.	Provides greater opportunity for differentiation. Elements are brought together and extended to provide additional depth and breadth. This provides a greater range of opportunities for candidates to demonstrate the breadth and depth of their knowledge, understanding and skills.
	Grading grid	Revised to include wider range of safe working practices - to include health and safety issues.	
	Guidance	Provided new guidance and examples of how evidence for AO1 can be used to form the content for AO3 or part of AO4.	Provides greater cohesion and less fragmentation. This provides a greater range of opportunities for candidates to demonstrate the breadth and depth of their knowledge, understanding and skills. Adds flexibility in how evidence can be presented.

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AO	Section	Change	Rationale
AO2	KUS	Created a list of 'Extended email' features for candidates.	Increases clarity and provides a greater range of opportunities for candidates to demonstrate the breadth and depth of their knowledge, understanding and skills.
	Grading grid	<p>Changed to combine several fragmented elements into more cohesive requirements.</p> <p>Removed requirement to send multiple emails.</p> <p>Revised to ensure that email content is appropriate to business.</p> <p>Revised to extend the email facilities appropriate to a business context.</p>	Increases clarity, less fragmentation, greater opportunity for candidates to demonstrate the breadth and depth of their knowledge, understanding and skills.
	Guidance	Added guidance regarding how the searching and email evidence could be used to form the content of either AO3 or part of AO4.	<p>Provides greater cohesion and less fragmentation. This provides a greater range of opportunities for candidates to demonstrate the breadth and depth of their knowledge, understanding and skills.</p> <p>Adds flexibility in how evidence can be presented.</p>
AO3	Assessment Objective	Amended from 'create' to 'Design and create'.	Adding scope for candidates to make design decisions when creating a businesses presentation.
	Grading grid	Amended from 'create' to 'Design and create'.	

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AO	Section	Change	Rationale
AO4	Grading grid	Added requirement for documents to be 'fit for purpose' at Pass. Added to Distinction requirements to use greater range of skills where software tools/facilities are used appropriately.	This provides a greater range of opportunities for candidates to demonstrate the breadth and depth of their knowledge, understanding and skills.
	Guidance	Removed possibility of any candidate using pre-defined templates or wizards (or equivalent) for any document they create. Requirement that - at all levels documents must be fit for purpose.	
AO5	KUS	Clarified what is meant by setting options to 'print sheets effectively'	Increases clarity for teaching.
	Assessment Objective	Amended from 'create and use' to 'Design, create and use'	Adds scope for candidates to make design decisions.
	Grading Grid	Amended from 'create and use' to 'Design, create and use'	
		Deleted 'very simple' from Pass. Added requirement for Distinction candidates to use a greater range of formulas - including functions and arithmetic operators. Included requirement to 'model' expected outcomes and higher level candidates should explain the results of carrying out modelling of expected outcomes. Distinction candidates to use appropriate titles plus row and column headings and to use other format features to enhance the appearance of the spreadsheet.	This provides a greater range of opportunities for candidates to demonstrate the breadth and depth of their knowledge, understanding and skills and provides differentiation and clarity.
	Guidance	Amended to make clear that candidates must design, create and use a business spreadsheet. This includes what is appropriate and inappropriate for centres to provide to candidates for this purpose.	Increases clarity for teaching.
AO6	Grading grid	Added requirement for the data to be entered accurately and the selection of data to be for a specific purpose.	This provides a greater range of opportunities for candidates to demonstrate the breadth and depth of their understanding and skills and provides differentiation and clarity.